

**LIM SHIRUI AUDREY**  
mailaudreylim@gmail.com | +65 9129 7783 | Singapore

## **EXECUTIVE SUMMARY**

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Highly motivated and adaptable professional with diverse experiences in data analytics and project management in the private and public sectors. Skilled communicator with strong organizational skills and proven ability to build partnerships with a variety of stakeholders. Flexible and quick learner seeking to apply analytical and communication skills to a meaningful, research-focused role in the public sector.

## **PROFESSIONAL EXPERIENCE**

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**JPMorgan Chase & Co** **2022-Present**  
***Global Technology Infrastructure (Strategy & Business Services) – Data Analyst***

- Performed analysis of large volumes of data using data transformation tools like Alteryx to identify key trends and derive critical business insights for leadership team and impacted stakeholders.
- Prepared monthly reports containing key metrics to update senior leadership on decision-driving business indicators such as workforce-related data and program status updates.
- Developed dashboards using data visualization tools like Tableau to optimise infrastructure usage and streamline operational processes, contributing to savings of \$700K+.
- Contributed to time savings of 100+ hours each month through process improvement in the form of automating workflows and consolidating data.
- Built effective relationships with technology management, internal users and external stakeholders, aiding in the delivery of 10+ projects for various partners.

**Marshall Cavendish Education** **2018-2021**  
***Team Lead***

- Led a team of 5; provided strategic editorial direction and made key decisions and sound judgment calls under pressure in more than 10 simultaneous projects, ensuring budget and schedule adherence across all publications to meet quality benchmarks.
- Developed learning solutions across digital and print platforms for primary and secondary school students in Singapore and globally, contributing to total sales exceeding \$2 mil.
- Managed projects with local and international public and corporate organisations, engaging with stakeholders throughout the publication process to ensure high quality products that adequately address customer needs.
- Demonstrated high level of attention to detail in copyediting publications for grammar, punctuation and spelling. Reviewed and provided critical feedback on all team members' work to ensure standardization and conformance with publication guidelines.
- Planned and executed various aspects of the publishing process, from brainstorming and conceptualization, to clearing of copyrights and proofreading, by closely managing relationships with stakeholders.

**Singapore University of Social Sciences** **2016-2018**  
***Marketing and Program Manager***

- Oversaw the writing and copyediting of marketing and publicity materials across digital and print platforms to drive brand presence and deliver key messages.
- Coordinated and prepared all school-related communication materials with stakeholders and ensured a consistent tone of voice across all channels.
- Worked with various departments and liaised with internal and external stakeholders in the administration of the school's programmes and activities.
- Efficiently handled project administrative and logistical tasks related to event management, stakeholder management, preparation of reports and collation of data.

**Ministry of Education**  
**Secondary School Teacher**

**2012-2014**

- Taught English Language and Literature across lower and upper secondary levels and planned and reviewed school curriculum.
- Constructed creative lesson plans and resource materials using innovative and effective learning methodologies for students through technology use.
- Organized programmes for improving staff welfare and developing student leadership in various school committees.
- Established regular modes of effective communication with various stakeholders such as parents and external vendors in order to promote better working relationships.
- Recipient of the 'Caring Teacher Award'.

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**EDUCATION & CREDENTIALS**

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**DIGIPEN INSTITUTE OF TECHNOLOGY**  
**Singapore**

**2021-2022**

- Specialist Diploma in Data Analytics and Data Engineering (Distinction)
- Coursework: Python, Data Structures and Algorithms, Databases and Data Modelling, Applied Mathematics and Statistics, Data Visualization, Introduction to Machine Learning, Data Engineering

**TEMASEK POLYTECHNIC (PART-TIME)**  
**Singapore**

**2019-2020**

- Specialist Diploma in Accounting and Finance (Distinction)
- Coursework: Financial Accounting, Financial Analysis, Financial Management, Management Accounting

**NGEE ANN POLYTECHNIC (PART-TIME)**  
**Singapore**

**2017-2018**

- Specialist Diploma in Consumer & Performance Analytics (Distinction)
- Coursework: Data Design & Analytics, Social Media Marketing & Web Analytics, Business Performance Analytics, Data Visualization & Analytics

**NATIONAL INSTITUTE OF EDUCATION**  
**Singapore**

**2012-2013**

- Post-graduate Diploma in Education (Secondary School)

**UNIVERSITY OF YORK (UNDERGRAD)**  
**York, UK**

**2009-2012**

- Bachelor of Arts in English Literature (*Ministry of Education Overseas Scholarship award holder*)

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**SKILLS & INTERESTS**

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- *Languages:* English (native), Mandarin Chinese (native)
- *Technical:* Alteryx Designer Core Certified, AWS Certified Cloud Practitioner, Confluence, Microsoft Office, Power BI, Python, Sharepoint, SQL, Tableau
- *Interests:* Arts and Culture, Sports and Fitness, Current Affairs, Personal Finance