

YUEN WAG GLEE, PHYLICIA

+65 90993349 • ywgphylicia@gmail.com • LinkedIn • Portfolio

EDUCATION

Ngee Ann Polytechnic

Apr 2022 - May 2025

Diploma in Mass Communication, Minor in Applied Psychology

- cGPA: 3.42
- Activities and Societies: Red Cross Youth Chapter and Inline Skating
- Attained the Edusave Good Progress Award (2024), awarded to students within top 10% of level and course in terms of improvement in academic performance and demonstrated good conduct
- Completed 3 learning units over 1.5 years to attain Minor in Applied Psychology, covering Social Psychology, Psychology of Health & Behaviour, as well as Industrial and Organizational Psychology
- Final Year Project: Events & Activations Lead at Metamorphica, a student-led agency

Paya Lebar Methodist Girls' School (Secondary)

Jan 2018 - Dec 2021

General Certificate of Education (GCE) 'O' Level

- Net L1R5: 6
- Subject: English Language, Chinese Language, Higher Chinese Language, Elementary Mathematics, Additional Mathematics, Biology, Chemistry, Pure Geography, Humanities (Social Studies, Literature in English)
- St John Brigade: Assistant Student Coordinator (Vice President equivalent)
- Spearheaded the planning of Music and English Language lessons, and activities for disadvantaged children in the 2019 Overseas Faithful-in-Service Project to Cambodia

WORK EXPERIENCE

Private Tutor

March 2025 – Present

- Specialized in teaching English, Chinese, and Mathematics to students aged 7 to 13 years old
- Created engaging and interactive learning environments to enhance student engagement
- Empowered young minds to excel academically through tailored teaching strategies

Relief Student Care Educator, Agora Colearning

February 2025 – Present

- Supervised a class of 10 primary school students, monitoring their homework completion and academic progress
- Proactively fostered students' character development by instilling virtues and serving as a positive role model

Cherrybrook Preschool, Assistant Preschool Educator

November 2021 – Present

- Collaborate with main educator in both Structured and Montessori classroom settings to ensure a controlled and focused learning environment for children aged 2 to 6 years old
- Utilised Montessori techniques such as hands-on learning, self-directed activity, and collaborative play to improve learning of students by 30%
- Exhibit negotiation & coordination skills by improving collaborative relationships with stakeholders (i.e Parents) through daily interactions

Archetype, Intern, Marketing Communications**February 2024 – August 2024**

- Provided daily market intelligence services to companies including Amazon Web Services, Xero, Zebra Technologies, Qlik, Vodafone Business, and gamescom asia 2024
- Collaborated on strategic proposals and pitches to secure new business opportunities with companies including Indeed and ESET, resulting in 2 new partnerships
- Drove PR and communications efforts through media tracking, content development, and client engagement to foster a dynamic team environment

AWARDS & CERTIFICATES

- Edusave Good Progress Award 2024
- Promotion to Second Officer, St John Brigade Singapore, 2024
- Warrant of Appointment, Third Officer, St John Brigade Singapore, 2022
- Edusave Awards for Achievement, Good Leadership, and Service (EAGLE) Award (Leadership), 2022
- National Youth Achievement Award (Silver), 2021
- Chief Commissioner's Award, St John Brigade Singapore, 2021
- Edusave Awards for Achievement, Good Leadership, and Service (EAGLE) Award (Leadership), 2017

LEADERSHIP EXPERIENCE

Brave Hearts Volunteers, Co-Founder**September 2023 – Present**

- Co-founded a non-profit organisation to support causes through fundraising platform Giving.sg and by raising awareness through Instagram
- Raised \$2050 for Children Cancer Foundation and \$1714 for SPCA

St John Brigade Singapore, PLMGS, Corps Liaison Officer**February 2018 – Present**

- Collaborated with Teachers-in-Charge to manage the operations of the Corps, overseeing 80 cadets and assisting in communication with Headquarters
- Spearheaded initiatives such as banner design and oversaw the planning of high-key activities (e.g. Corps Camps, NDP, and Passing Out Parade) with Secondary 3 NCO Leaders
- Provided advisory support to more than 10 junior officers, guiding staff work and facilitation skills

St John Brigade Singapore, Project Silver Joy, Project Lead**January 2024 – Present**

- Led a team of 5 officers to plan and execute Project Silver Joy, collaborating with Jamiyah Islamiyah and Radin Mas Resident's Committee
- Organized interactive games and activities for 20 elderly residents, fostering social connection and boosting mental well-being every quarter

Metamorphica, Events & Activations Lead**October 2024 – February 2025**

- Spearheaded the development of 2 off-line events for Share The Noize campaign, a mental health campaign, advocating youths to engage in healthy conversations with one another
- Liaised with vendors for printing collaterals and supplying popcorn, sourced for venues, and eventually secured Mind Art Experiential Lab (MAELab) as one of the venues used

- Coordinated interviews with various psychiatrists (Dr David Teo, Connections Mind Health) and School Counsellor (Mr Nathanael Chia, Ngee Ann Polytechnic School Counsellor)

**St John Brigade Singapore, Northeast NCO Course,
Head of Administration and Programmes**

June 2024 – January 2025

- Managed 300 cadets and a team of 30 trainers over 4 course days, ensuring smooth operations and effective delivery of training programs
- Led re-development of leadership syllabus, incorporating modern leadership strategies, practical exercises, and team-building activities to enhance cadet development
- Streamlined administrative processes to enhance efficiency by 50%, ensuring smooth coordination of scheduling, data processing and communication for all stakeholders

**St John Brigade Singapore, Northeast District Presentation, June 2024 – September 2024
Head of Administration**

- Revised operational efficiency in attendance records and ceremony awards, participated by over 100 cadets from 7 schools and VIPs, including Mr Desmond Choo, Mayor of Northeast CDC, and Mr Tian Mong Ching, Senior Assistant Chief Commissioner of St John Brigade
- Crafted a tailored script for the opening speech of Guest of Honor, Mr Desmond Choo, Mayor of Northeast CDC given to over 130 participants

VOLUNTEER EXPERIENCE

St John Brigade Singapore, Staff Officer

October 2022 – Present

- Perform First Aid in Public Duties (i.e Chingay Parade 2020, Race Against Cancer 2022, National Day 2023, Formula One Grand Prix 2023)
- Served as Master of Ceremonies for the Brigade Promotion Ceremony, with the Chief Commissioner as the Guest of Honor, ensuring a smooth and engaging event
- Leveraged 7 years of first aid training experience to draft training resources aimed at helping future batches of competitors prepare and succeed
- Planned activities as a Training Officer for the 32/24 Officer Training Course, helping trainees aged 17 and above discover more about themselves and others, while fostering a heart to serve the community and juniors

SKILLS

- Adobe Application: Adobe Photoshop, Illustrator, XD, Premiere Pro
- Programming Language: HTML, CSS
- Soft Skills: Strong organizational skills, attention to detail, time management expertise, and ability to work well under stress