



## CONTACT



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<https://genieelee.github.io/>



Regini Lee

## SKILLS

### Graphical

Adobe Illustrator

Adobe Lightroom

Adobe Photoshop

### Programming

Java

### Enterprise Architecture

JavaEE

### Web

HTML

CSS

JavaScript

# REGINI LEE JIN NI

## EDUCATION

### Aug 2018 – Present

**National University of Singapore, Singapore**  
*Bachelor of Computing (Information Systems) with Honours*

- Expected Date of Graduation: May 2022

### Jan 2017 – Nov 2017

**Sunway College, Selangor, Malaysia**  
*Western Australian Certificate of Education (WACE)*

- ATAR 96.00 (Top 4% of 2017 WACE Global Cohort)

### Jan 2012 – Nov 2016

**Catholic High School, Selangor, Malaysia**  
*Malaysian Certificate of Education / Sijil Pelajaran Malaysia (SPM)*

- 9 subjects with Grade A+, 2 subjects with Grade A

## WORK EXPERIENCE

**Future Ready Academy**  
*Digital Marketing & Training Intern*



### May 2020 – Aug 2020

- Designed marketing collaterals including social media posts, email banners, brochures, and lesson materials including presentation slides and certificates using Illustrator and Photoshop.
- Created an editorial calendar with original marketing content for social media platforms to increase brand awareness and sales.
- Designed, created and maintained a website for an external client, JN Capital & Growth Advisory. (Refer to: <https://jn-capital.com>)
- Taught robotics classes with block programming and computational thinking skills using Coding Robot UARO to pre-schoolers aged 4 to 6.
- Represented the company and participated in a virtual networking event organised by Venture Cafe Global.
- Researched and developed a 12-session themed lesson titled "Young Leaders Program" focusing on cultivating a growth mindset and resilience in children.

## ACTIVITIES AND PROJECTS

### Vice Block Head, Raffles Hall

#### Aug 2020 – Present

- Collaborated with a block committee of 10 members to coordinate activities for the residents.
- Oversaw financial planning, handled receipt and claims from the office, recorded expenses and income in a timely manner.

## MS Office

Word

Excel

PowerPoint

## Interpersonal

Organizational Leadership

Communication Skills

Creativity Skills

## LANGUAGES

### Native or Bilingual Proficiency

Mandarin

English

### Professional Working Proficiency

Malay

### Limited Working Proficiency

Cantonese

## Designer, Raffles Hall Developers

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### *Aug 2020 – Present*

- Designed a Branding Guide to represent RH Devs (Raffles Hall Developers), a new co-curricular activity aimed to provide opportunities for RH residents to get hands-on experience in web application design and development.  
(Refer to: <https://www.behance.net/gallery/110983973/RH-Devs-Branding-Guide>)
- Designed and created vector icons for the web application using Illustrator.

## President, Raffles Hall Choir Group

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### *Feb 2019 – Apr 2020*

- Demonstrated leadership abilities and communication skills through the management of a choir consisting of 60 members.
- Implemented financial planning, milestones planning and other administrative duties for the choir's growth.

## Emcee, 15<sup>th</sup> School of Computing Term Project Showcase

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### *Nov 2019*

- Monitored the event flow and stayed alert during the event to ensure flexibility for abrupt changes.
- Networked with guest speakers to put them at ease and to ensure proper pronunciation of the names of their companies.
- Effectively hosted the event with audience size of 500 including students, professors and industry guests.

## Publicity Department Member, Student Life Fair 2019

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### *Jan 2019 – Aug 2019*

- Self-learned Illustrator and designed physical marketing collaterals including banners, standees, lanyards and lanyard inserts.
- Ensure smooth flow of event while performing my duties as an event helper.

## Secretary, Malaysian Freshmen Orientation Camp

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### *Mar 2019 – Jul 2019*

- Coordinated with a team of 30 committee members to organise a camp and provide guidance for Malaysian freshmen in NUS.
- Demonstrated a keen eye for detail by ensuring a smooth flow of events through timely and accurate updates.

## VOLUNTEER EXPERIENCE

### Volunteering Event Planning Committee, HCA Hospice Care

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#### *Feb 2019*

- Co-planned a volunteering event with Raffles Hall Volunteer Corp to spend time with elderly patients under the care of HCA Hospice Care, Singapore.

### Book Donation Drive, The Revolving Library

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#### *Apr 2015*

- Pioneered a book donation drive in Catholic High School in collaboration with The Revolving Library and donated 120 reading materials to underprivileged children in Malaysia.