



GWENDOLYN LEONG

PROFILE

Aspiring Programmer and Data Analyst ready to utilize skills and passion. Technologically adept, offering experience with many social media platforms, office technology programs, and advanced computer skills. Bring forth a positive attitude and the willingness to learn.

CONTACT

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WEBSITE:
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<https://www.linkedin.com/in/gwendolynleong11/>

LANGUAGES

English [Full professional proficiency]
Chinese [Limited working proficiency]

EDUCATION

[Ngee Ann Polytechnic]

April 2021 – April 2024

Currently a Year 1 in School of ICT pursuing a diploma in Information Technology, with a cumulative GPA of 3.40.

WORK EXPERIENCE

[Jack's Place] [Waiter]

Jan 2021 – Apr 2021

[Fraser's Property Limited] [Safe Entry Officer]

Jan 2021 – May 2021

SKILLS

Technical Skills

Programming Language

-Python -SQL -C#

Microsoft

-Word -PowerPoint -Excel -Teams -Power BI

Adobe

-Photoshop -Illustrator -Premiere Pro -After Effects

Soft Skills

-General Management -Problem Solving Skills
-Interpersonal Communication Skills -Time Management Skills
-Multitasking Skills -Teamwork