

GLADYS TAN SHI QI

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Availability for Internship: May 2021 - Aug 2021

EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY (SMU)

Bachelor of Science Information Systems

Major: Digitalisation & Cloud Solutions, Financial Technology

Cumulative GPA: 3.57/4.0

Aug 2019 – May 2023

(Expected)

RIVER VALLEY HIGH SCHOOL

GCE 'A' Levels

Jan 2013 – Dec 2018

PROFESSIONAL EXPERIENCE

MINISTRY OF MANPOWER – SINGAPORE

Survey Operations Officer (Business Census)

Jan 2019 – Jun 2019

- Assisted more than 500 business owner(s) to complete census for the design of policy purposes
- Managed client communication to ensure accurate reporting and facilitated dispute resolution
- Performed data entry meticulously to ensure comprehensive reporting

CO-CURRICULAR ACTIVITIES AND COMMUNITY SERVICE

SMU ELLIPSIS – SCHOOL OF INFORMATION SYSTEMS SOCIETY

Director of External Relations - ExploreSIS

Aug 2020 – Present

- Contact and invite Guest Alumni Speakers and Professors to speak at outreach programme to build awareness about our degree programmes among prospective students
- Liaise with Polytechnics and Junior Colleges for administration of events
- Source for and collaborate with external sponsors to secure funding for the club's initiatives

Welfare Executive

Dec 2019 – Present

- Plan and carry out welfare initiatives to boost morale of students and strengthen the community
- Develop prospectus and liaise with and build relationships with companies to promote club activities
- Coordinate with stakeholders to ensure success of club's initiatives

SMU PROJECT HEARTS TO HUTS – OVERSEAS COMMUNITY SERVICE PROJECT

Fundraiser Director, Project Member, Volunteer

Dec 2019 – Present

- Led a team of 8 in organising a fundraiser for construction of infrastructure at a school and to provide educational resources for children and teachers in Laos
- Facilitated support activities and contingency planning to tackle COVID-19 situation by making alternate arrangements for fundraiser to go on uninterrupted

MOVEMENT FOR THE INTELLECTUALLY DISABLED OF SINGAPORE (MINDS)

Student Volunteer

Nov 2017 – Jun 2018

- Planned and facilitated enriching activities weekly to create an ambiance of inclusivity for members of MINDS
- Engaged with members through creative ways and effective communication to build rapport and help them build basic skills

SKILLS

- Programming Languages: Python, HTML5, PHP and MySQL
- Microsoft Office: Words, Excel and PowerPoint
- Languages: Fluent in English and Mandarin Chinese
- Design Tools: Figma

QUALITIES AND INTERESTS

- Highly driven and adaptable to changes
- Team player with strong interpersonal skills
- Enjoy sports like badminton, softball and running