

# Lu Jingjun (Jeff)

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## Education

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Bachelor of Engineering

**Nanyang Technological University**

Aug 2019 - Jun 2023

- **Major in Electrical and Electronic Engineering**
- GPA: 4.76/5.0 (expected Highest Distinction)
- Full scholarship awarded by the Ministry of Education Singapore (MOE) to top 5% student

## Working Experience

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E-commerce Web Developer (Vacation Job)

**SLM Visioncare Singapore**

Apr 2020 – Jun 2020

- Web Development
  - Designed and optimized website layouts and contents for user experience enhancement
  - Search engine optimization: Increased Google ranking from No.5+ to No.2 with SEO for certain key works
  - Built information chatbot for online customer service and appointment making on the website
- Online Marketing Management
  - Built and managed company's official WeChat account
  - Lead generation with blog writing about news, discounts info, treatments on company's official WeChat account
  - Liaised with leads generated and promoted the benefits of company's service and treatment process and effects
- CRM System Management (Wess & SLM Project)
  - Scanned and entered 1/3 of company's profiles and invoices documents to Wess system for company customer information digitization
  - Provided troubleshooting to the CRM system and conducted CRM system in-house training for company staff
- IT Troubleshooting
  - Used web hosting service to generate and manage email accounts for company's sales, marketing and admin
  - Troubleshot username and password issues for 10+ company's accounts
  - Solved 5+ problems for website 404 errors and problems of display errors due to incompatible between phones and PCs

Research Assistant (Vacation Job)

**China Southern Flight Training Center (China)**

Jun 2019 - Jul 2019

- Raw Data Cleaning
  - Cleaned up the raw data stored in MySQL database using SQL
  - Corrected raw data to ensure information consistency
  - Successfully cleaned up 1/4 of the entire database for company product

- Software Testing
  - Conducted test for newly in-house developed products to find out the defects in the audio systems, visual systems as well as the integration platform
  - Reported 10+ bugs for product enhancement
  - Completed 3 newly developed product including an online course system for flight training and two flight simulation software
- Office duties: Data entry & document archive

## Volunteering Experience

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Sub-committee Member

**Tanjong Pagar Youth Executive Committee**

Aug 2018 - Present

- Organizing and executing events for local residence
- Participating in the weekly soccer interest group consisting of 60+ players

Medical Assistant

**Zhuhai Maternal and Child Health Care Hospital**

Aug 2014 - Aug 2016

- Provided medical service for children with autism for 60 hours

Event Planner

**Nanyang Technological University**

Oct 2019 – Nov 2019

- Plan and organize the Purple Parade NTU on-site activation booth as a member in the organization committee.

## Additional Proficiencies

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Information Technology: C, Python, HTML5, CSS, JS, PHP, MySQL, Machine learning  
 Language: English (Fluent), Mandarin (Native)