

Jolin Teo

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EDUCATION

Singapore University of Technology and Design (SUTD)	Sept 2020 to Current
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- Bachelor of Engineering (Computer Science and Design), Honours
- Focus Track: Visual Analytics, Software Engineering
- Expected Date of Graduation: May 2024

WORK EXPERIENCES

Accenture, Delivery Lifecycle Management Intern	Aug 2022 – Dec 2022
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- Delivered consultancy services to client on a product created by our team.
- Created presentation materials and presented to the heads of the client using ActivePresenter.
- Developed user help guides with application simulators to assist the clients in navigating the product.
- Performed 'shakedown' testing before the release of the product.

Institute of Mental Health, Swab Assistant	May 2021 - Aug 2021
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- Checking and labelling up sample kits with unique barcodes of swab patients and ensure the correct kit is with the right person.
- Assist with preparation of specimen collection, handling of the antigen test kits and management of crowd.
- Communicate with site managers and swabbers to ensure swabbing process runs smoothly.

InlineX, Inline Skating Instructor	Dec 2017 - Feb 2018
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InlineX is an Inline Skating school where lessons are provided for all ages and different skill levels.

- Facilitated a class of 5-6 students from ages 6-12 and committed to coaching different skating techniques and skills.
- Establishing and maintaining effective working relationships with other instructors and parents.
- Possess quick problem-solving skills to handle unexpected situations and crisis.

ACADEMIC RESEARCH PROJECTS

Singapore University of Technology and Design, Design Thinking and Innovation	Jan 2021 – Apr 2021
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Dock & Block, Designer

- Spearheaded the creation of Dock & Block, a modern solution to the maximizing of space in a pandemic in a hawker center.
- Experimented with numerous iterations of Dock & Block and ideate numerous ideas.

CO-CURRICULAR ACTIVITIES

SUTD Hip-Hop Dance Club, EXCO	May 2021 – Mar 2023
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Treasurer

May 2022 – Mar 2023

- Managed the club funds and budget for our bi-annual dance productions.

Logistics Head

May 2021 – May 2022

- Organised and kept the logistics of the club, while ensuring that we are well-equipped for trainings every week.

SUTD College-Wide Student Committee, ROOT	Jan 2021 – Jan 2022
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Director of Marketing

- Designed online social media content for college feedback session for students, which was published on social media platforms like Instagram and communication channels like Telegram.
- Spearheaded a promotion project with MediaCorp to promote their latest series called "Teenage Textbook" regarding an engineering student in Singapore that was filmed in our university.

Tampines-Meridian Junior College Student Council, TMSC	May 2018 – May 2019
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Vice-President, Head of Welfare and Outreach

- Oversee general matters within the council which included gathering internal feedback and suggestions, coordinating and planning for meetings between 45 council members, updating the college's Instagram account frequently to inform the student body on upcoming events.
- Planned and executed major school-wide events like Open house, Rally & Elections event, Orientation Camp for approximately 800 students.
- Video and music editing using Adobe Premiere Pro and Garageband for various school events.

ADDITIONAL INFORMATION

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- Native English Speaker and Fluent in both spoken and written Mandarin
 - Proficient in Figma, Microsoft Office, Canva, Adobe Illustrator, Photoshop, Premiere Pro and iMovie
 - Attended Google's Crowdsourcing Machine Learning Course (Beginner Track)
 - Interests: Inline skating, gaming and dancing