MOK CONG YAO (JORDAN)

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EDUCATION

Singapore Management University   **Singapore**
Bachelor of Science (Information Systems)   **Aug 2023 – Present**
SMU Yim Siam - Honorary Finance Secretary   **Oct 2023 – Present**

EXPERIENCE

Singapore Management University   **Singapore**
Administrative Executive   **Mar 2023 - Jul 2023**
- Coordinated and hosted admissions interview between faculty and prospective students under School of Computing and Information Systems, completing interview process for 200+ applicants within 2 months
- Accepted a contract extension for cold calling to encourage applicants to complete a post-application survey, resulting in 79% completion rate for School of Social Sciences

Singapore Civil Defence Force   **Singapore**
Platoon Commander   **Jul 2022 - Feb 2023**
- Initiated and pioneered exercise of collecting feedback forms using Google Forms during enlistment events and processed data from hundreds of responses into a comprehensible PowerPoint for After Action Review

Community Preparedness Officer   **Jan 2022 - Jul 2022**
- Liaised with local constituency party members and organised commendation ceremonies for member of public responded to first aid cases in community

TRANSFERABLE SKILLS

Soft skills - Fast learner, decision-making, teamwork, communication, leadership, problem-solving, adaptability

COMMUNITY SERVICE

Project Inara   **Rainbow Center, Singapore**
Volunteer   **Jan 2024 - Present**
- Manage weekly budget for activities as part of Finance & Administration Team and organised scavenger hunt event

PROFILE

Zealous and ready to learn more about daily work of a Software Engineer and processes hidden from naked eye, I will equip all my knowledge in programming, data management and soft skills to contribute to new and innovative ideas

TECHNICAL SKILLS

Front-end Frameworks: Bootstrap | React.js

Programming Languages: Python | JavaScript

Web Development: HTML | CSS

Backend Technologies: Node.js | Express.js

Templating Languages: EJS | PHP

Database: SQL (MySQL)
Microsoft Office Suite: Word, PowerPoint, Excel
Graphic Design Tools: Canva | Figma

INTERESTS

Full Stack Development, Front End Web Development (UI/UX), Cybersecurity

PROJECTS

Valueteer   **hacksingapore 2024, AngelHack**
1st Runners-Up (Social Responsibility Track)   **May 2024 - Present**
- Created a skill-based matchmaking application specifically targeting skilled volunteers with plans to integrate OpenAI API in our processes