Middlesbrough | LinkedIn | +447447670589 | karen-ks.github.io | work.karen8@outlook.com

#### **EDUCATION**

# Teesside University September 2020 –

MSc Artificial Intelligence

Machine Learning

- Data AnalyticsResearch Methods
- Artificial Intelligence Ethics and Applications
- Statistical Methods
- Intelligent Decision Support Systems

# **Queen's University Belfast**

BSc Actuarial Science and Risk Management

2014 - 2018

May 2022

Ambassador of Malaysia – QUB Black Asian Ethnic Minority Ambassador Program 2016/17

### **INTO Queen's University Belfast**

International Foundation in Business, Humanities, Social Sciences

2014

#### **TECHNICAL SKILLS**

Microsoft Certification: Azure Al Fundamentals, Azure Data Fundamentals

**MOOC (Coursera):** Data processing & visualisation, Neural networks & deep learning, Tensorflow **Skills:** Microsoft Office (Excel, PowerPoint, Outlook, Word), Python, R, SharePoint, Workday

# **FINAL YEAR MASTERS PROJECT**

#### **Explainable AI in Bias Mitigation (2022)**

The project proposed a framework of identifying bias in specific dataset entries with the objective of improving the representation of sensitive attributes in training datasets by method of analysing the combined use of Random Forest and LGBM classifying algorithms and the FairML and LIME fairness algorithms.

#### **WORK EXPERIENCE**

# **INTO Queen's University Belfast**

Belfast, NI

Human Resources Administrative Assistant and Personal Assistant

December 2018 – October 2019

- Manage recruitment campaigns including candidate screening and contractual documentation
- Assist with the preparation of monthly payroll information to send to the payroll bureau
- Production of Management Information to include statistics and data of contract types and staffing levels
- Provide administrative support to the Senior Management Team as directed by the Centre Director
- Organise and maintain the Centre Director's work diary and schedule appointments and meetings

Kerr Henderson Ltd Belfast, NI

Placement Actuarial Student

July 2016 - August 2018

- Cleaning and preparing pensioner data, querying and resolving any discrepancies
- Valuating the liabilities of pension schemes
- Valuing the benefit for individual pension scheme members
- Updating annual funding updates and FRS/IAS disclosures
- Recording an audit trail of projects and allocating scheduled time as appropriate
- Maintaining continuous professional development through offsite and in-house training

#### **INTO Queen's University Belfast**

Belfast, NI

Part-Time Student Services Assistant

September 2017 – October 2019

- Clerical duties as required, including photocopying, data entry
- Assist with the induction, orientation and registration of new students
- Resolving enquiries as the first point of contact at the reception for students, visitors and other customers

## **INTERESTS**

Languages: English & Malay (Proficient), Spanish & German (Beginner)

Interests: STEMWomen & DeepLearning. Al events, Cooking, Knitting, Travelling, Piano

#### REFERENCES AVAILABLE ON REQUEST