# **Karen Singh**

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### **EDUCATION**

### **Teesside University**

MSc Artificial Intelligence

Data AnalyticsMachine Learning

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

# **Queen's University Belfast**

September 2014 - July 2018

September 2020 – July 2022

BSc Actuarial Science and Risk Management

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

# **INTO Queen's University Belfast**

January - August 2014

International Foundation in Business, Humanities, Social Sciences

# **TECHNOLOGICAL PROFICIENCIES**

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 / EXPOTEES 2022

# **Explainable AI in Bias Mitigation**

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

- Actively involved in planning and executing recruitment campaigns to meet onboarding timelines and objectives
- Accountable for the preparation of monthly payroll information to communicate to the payroll bureau
- Efficiently managing paperwork and effectively maintaining systems for record retention
- Working closely with the Senior Management Team to implement company policies driving the success of the Centre
- Responsible for organising and maintaining the Centre Director's appointments and meetings

Kerr Henderson Ltd Belfast, NI

Placement Actuarial Student

July 2016 – August 2018

- Accurate preparation of datasets, demonstrating a high level of initiative to query and resolve discrepancies
- Executing in-house and regulatory processes for annual and triennial actuarial valuations
- Collaborating between the Pensions and Administration teams to complete Transfer Value requests in a timely manner
- Applying regulatory and company standards for preparing annual funding updates and FRS/IAS disclosures
- Strong organisational and multi-tasking skills whilst maintaining audit trails of projects within allocated timescales
- 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

- Supplying the necessary support to the Student Services team including clerical duties as required
- Demonstrating teamwork and collaboration throughout the induction and registration of new international students
- Effectively resolving enquiries as the first point of contact at the reception for students, visitors and clients

### **INTERESTS & SKILLS**

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

Interests: STEMWomen & DeepLearning.AI, Cooking, Knitting, Travelling, Piano

# \*ELIGIBLE FOR GRADUATE VISA (Application in progress)

**REFERENCES AVAILABLE ON REQUEST**