Karen Singh

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

EDUCATION

Teesside University September 2020 –

MSc Applied Artificial Intelligence

Data Analytics • Machine Learning

Research Methods
Artificial Intelligence Ethics and Applications

Statistical Methods
Intelligent Decision Support Systems

Queen's University Belfast

BSc Actuarial Science and Risk Management 2014 – 2018

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

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

May 2022

Human Resources Administrative Assistant and Personal Assistant

December 2018 - October 2019

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

Kerr Henderson Ltd Belfast, NI

Placement Actuarial Student

July 2016 - August 2018

- Valuating the liabilities of pension schemes
- Valuing the benefit for individual pension scheme members
- Updating annual funding updates and FRS/IAS disclosures
- Cleaning and preparing pensioner data, querying and resolving any discrepancies
- Maintaining an audit trail of action reports and time tracking log
- Participating in offsite and in-house training (SONIA and IFOA events)

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

SKILLS & INTERESTS

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

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

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

REFERENCES AVAILABLE ON REQUEST