

Wood Jin Min

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EDUCATION

General Assembly Data Science Immersive Flexi (Part-Time) Aug 2022 – Mar 2023

- Part time course on Data Science which includes: Python, Data Analysis, Statistical Modelling, Machine Learning (Regression, Classification, NLP, Neural Network)

Nanyang Technological University Aug 2016 – Jul 2020

Bachelor of Science in Mathematical Sciences, Honours (Distinction) with a Specialisation in Statistics

- Relevant Coursework: Data Analysis with Computer, Probability and Statistics, Regression Analysis

KEY SKILLS

- Data Analysis and Market Research
- Programming Languages: Python, R, SQL, Matlab
- Proficient in Microsoft Office (Excel, Word, Powerpoint) and Microsoft PowerBI
- Fluent in English and Mandarin (Written and Spoken)

WORK EXPERIENCE

Manager (Plans) | Ministry of Manpower Aug 2020 – Present

- Critically evaluate information, analyse data gathered pertaining to foreign workers and develop dashboards using PowerBI for data visualisation purposes to support decision making
- Participate in scenario planning on potential inter-ministry issues concerning foreign workers and develop response strategies
- Interface with other divisions and with other cells within new unit to formulate operational policies to support ground operations

Market Research Intern | Ipsos Jan 2020 – Jun 2020

- Collaborated with appropriate internal and external team members to efficiently and effectively implement projects according to objectives and specifications
- Executed data analysis to determine key findings, identify and highlight most important drivers for performance differences
- Conducted secondary research to gain a deeper insight of the client's needs and the situation of the market
- Aided in developing recommendations to improve client's advertisement and brand health
- Assisted in preparing reports of finding, illustrating data graphically and translating complex findings into written text

CO-CURRICULAR ACTIVITIES

Game Master | Nanyang Technological University 2016 - 2017

- Planned and facilitated the activities for the Freshmen Orientation, ensuring smooth operations

College Ambassador | Serangoon Junior College 2014 - 2015

- Delivered informational college tours and prepared activities for prospective students

AWARDS

COVID-19 Recognition Award	2020
Edusave Award for Achievement, Good Leadership & Service	2014
Edusave Bursary Award	2014