

Chia Qi Jun

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EDUCATION

- Singapore Institute of Technology** Aug 2023 – Aug 2027
- Bachelor of Information Communication Technology majoring in Software Engineering
 - Current cGPA – 4.36 / 5
- Singapore Polytechnic** Apr 2018 – Apr 2021
- Diploma with Merit in Business Information Technology
 - Top 3 Distinction Modules: Web Client Development | Mobile Application Development | Programming for Data Science

SKILLS

- Proficient in C, Python, Kotlin, Java, PHP, ReactJS for Web and Android Development
- Proficient in R, Tableau, Excel VBA, Minitab, PowerBI, Python and SQL for Data Analysis and Visualization
- Competent in UiPath and Workato (Pro I, II, III Certified) for Robotic Process Automation (RPA)

WORK EXPERIENCE

- Natural Language Processing Research Assistant, SIT Work Scheme | Singapore** May 2024 – Dec 2024
- Utilized Natural Language Processing techniques to develop multilingual translation models for teaching materials in Chinese, Spanish, and French, enhancing accessibility for over 200 overseas exchange students
 - Performed data cleaning, preprocessing, and machine learning tasks using Python libraries (NumPy, pandas, PyTorch, TensorFlow)
- Chief Administration Specialist (Full-time), Singapore Armed Forces | Singapore** Oct 2021 – Jul 2023
- Led a team of seven soldiers to manage all human resource and equipment matters in the Battalion.
 - Automated administrative workflows by converting physical Manpower Operations forms into Excel Sheets using Excel VBA and implementing an online attendance tracking system for the Battalion, saving 25 effort hours per week and improving operational efficiency.
 - Designed and deployed a secure online Key Press system using Excel VBA in collaboration with MINDEF to transfer restricted physical documents to MINDEF's I-Net system, saving 20 effort hours per week and ensuring secure document handling.
- Assistant Robotic Process Automation Developer (Intern), OCBC | Singapore** Apr 2020 – Feb 2021
- Developed a Duty Roster Bot in UiPath to automate notifications and scheduling, saving the team 15 effort hours per month.
 - Assisted in the development of an Email Releaser Bot to automate corporate email sorting, saving the department 20 effort hours per month and improving workflow efficiency.

AWARDS AND ACHIEVEMENT

- Workato Automation Pro I, II, III 2024
- HackRift Hackathon – 1st Runner Up 2024
- Oracle Cloud Infrastructure Generative AI Certified Professional 2024
- Oracle Cloud Infrastructure AI Certified Foundations Associate 2024
- Oracle Cloud Infrastructure AI Certified Foundations Associate 2023
- National Youth Achievement Award (Gold) 2021