

CHARMAINE ANG

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EDUCATION

National University of Singapore

Aug 20 - Present

Bachelor of Social Sciences (Honours)

INTERNSHIP EXPERIENCE

Case Management Intern, Lakeside Family Services

May 21 – Jul 21

- Collaborate with community agencies and nonprofit organisations to locate available resources for parents in need of social services
- Assess need and recommend services for diverse families with children birth to five years of age
- Co-lead the facilitation of court mandated parenting classes

Intern, National Council of Social Service

May 22 - Jul 22

- Facilitated educational workshops and activities aimed in promoting positive self-esteem and leadership skills among diverse adolescents
- Delivered one-on-one mentoring to at risk and troubled teens
- Provided tutoring in math, science, and writing to secondary school age students

WORK EXPERIENCE

Front Office Assistant

Jun 19 - Dec 19

Singapore Management University, Career Services

- Greet guests, answer questions, and provide information to client enquiries
- Schedule appointments, with proper follow-up to clients and counselors
- Answer telephones, direct calls, monitor voice mails and take messages
- Create, monitor and file office records
- Maintain supplies and resources
- Keep office clean and resources/supplies stocked

ON-CAMPUS INVOLVEMENT

President

Aug 21 - Present

Sociology and Anthropology Club

- Lead weekly meetings, create agenda, and follow up on member enquires
- Schedule guest speakers to enhance member knowledge and create networking opportunities

Events Coordinator

Aug 20 - May 21

Campus Activities Board

- Contacted and hired vendors for various events on campus
- Worked with University Risk Management Department to secure contracts
- Managed a budget of \$8000

ADDITIONAL SKILLS

- Fluent in Spanish
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Knowledge of Adobe