


SHERNICE ONG


DIPLOMA IN DIGITAL DESIGN AND DEVELOPMENT


CONTACT

 +65 8683 2577

 oxnshernice@gmail.com

 www.shernice's_portfolio.com

 Singapore, Singapore

 [Shernice Ong | LinkedIn](#)

SKILLS

Technical skills

- Familiarity with Python
- Proficient in Java, PHP, HTML, CSS, JavaScript, SQL
- UI/UX Design
- Adobe XD, Figma
- Wireframing and prototyping

Core skills

- Analytical thinking and logical reasoning to solve complex issues efficiently.
- Clear and concise communication skills, both verbal and written
- Technical documentation and report writing
- Quick learner, adept at acquiring new skills and technologies as required.
- Collaborative mindset, ability to work effectively in diverse teams.
- Strong organisational skills to manage multiple tasks and deadlines effectively.
- Meticulous approach to coding, design, and problem-solving, ensuring high-quality output.

OBJECTIVE

As a Digital Design and Development Diploma holder, I bring to the table a passion for programming and designing, backed by a strong set of skills that allow me to envision innovative solutions and bring them to life effectively and efficiently. Driven by a passion for learning and personal growth, I aim to contribute my creativity and skills while developing expertise that empowers me to make meaningful contributions in any endeavor I undertake.

WORK EXPERIENCE

Part-Time Sales Associate

ZARA

Start Dec 2021 - End Dec 2021

- Organized product displays and maintained store aesthetics to enhance customer experience.
- Interacted with customers fluently in both English and Mandarin to assist with sales inquiries and purchases.
- Addressed customer concerns and resolved complaints promptly, ensuring customer satisfaction.
- Collaborated with team members to uphold efficient service delivery and foster a positive work environment.

Part-Time Warehouse Worker

J&T Express

Mid Nov 2021 - Start Dec 2021

- Sorted and packed parcels accurately, optimizing workflow and ensuring timely dispatch.
- Collaborated closely with colleagues to streamline packing processes and maintain operational efficiency.
- Handled customer inquiries regarding missing packages and delivery status, providing timely and accurate information to resolve issues effectively.

Safe Entry Check-In Staff

Food Fare

Mid Jan 2022 - End Jan 2022

- Facilitated smooth and efficient check-in and check-out processes for customers, ensuring compliance with safety regulations.
- Engaged with customers in a friendly and professional manner, creating a welcoming environment.
- Demonstrated strong organizational skills to manage customer flow effectively and minimize wait times.

SHERNICE ONG

DIPLOMA IN DIGITAL DESIGN AND DEVELOPMENT

EDUCATION

Diploma in Digital Design and Development

Republic Polytechnic
2022 - 2025

Equips students with comprehensive skills in application and UI/UX development to meet industry and consumer demands for innovative and user-centric digital solutions.

O'Levels Certificate

Pasir Ris Crest Secondary School
2018 - 2021

ACHIEVEMENTS & AWARDS

Edusave Certificate of Academic Achievement
| 2024

Edusave Good Progress Award | 2024

EAGLES Award | 2021

CCA Ignite Bronze Award | 2021

Model Crestian Award | 2020

NYAA Bronze Award | 2019

LANGUAGES

English | Native proficiency

Chinese | Native proficiency

WORK EXPERIENCE

UI/UX Design Intern

Singapore Institute of Directors

9 Sep 2024 - 24 Jan 2024

During my internship at SID, despite being a UI/UX Design intern, I held a dynamic role that involved administrative, event management, research, and creative tasks.

My responsibilities included:

- **Research and Analysis:** Conducting in-depth research on recommendation engines, past event speakers, competitor analysis for educational corporate modules, and price comparisons for corporate courses.
- **Data Management:** Compiling module evaluations and feedback forms into Excel and presenting them through charts and PowerPoint slides.
- **Event Support:** Assisting in conferences and events by handling registrations, managing microphones, taking photos, and preparing presentations and module visuals.
- **Creative Tasks:** Designing educational pathway graphics, improving website pages from a UI/UX perspective, and contributing to the development of educational games through storyboarding and game structuring. Additionally, I designed professional mock-ups for a certificate folder.
- **Process Improvement:** Enhancing Excel sheets for self-evaluation, working on procurement tasks such as sourcing certificate folder vendors and event locations, and also creating and designing Typeform forms (Typeform is a software as a service company that specializes in online form building and online surveys).
- **Strategic Projects:** Supporting the launch of SID's e-learning platform by conducting competitor research, evaluating LMS (Learning Management System) prototypes, and presenting findings to senior management (Vice-President of SID) through a PowerPoint presentation.

SHERNICE ONG

DIPLOMA IN DIGITAL DESIGN AND DEVELOPMENT

MODULES LEARNT

General Modules

- G122 Critical Thinking and Problem Solving Skills
- G123 Singapore, the World and I
- G107 Communication in the Global Workplace
- G121 Innovation and Practice
- G951 Life Skills I
- G952 Life Skills II
- G953 Life Skills III
- G961 ECG I: Exploring the Future of Work
- G962 ECG II: Becoming Future-Ready

Discipline Modules

- Mathematics
- Introduction to Programming
- IT in Business Processes
- Software Development Process
- Web Application Development in PHP
- Software Development Process
- UI/UX Design for Apps
- Database Systems
- Object-Oriented Programming
- IT Security and Management
- Computer System Technologies
- Immersive Technologies
- Software Testing and Analytics
- Front-End Web Development
- Business Intelligence
- Effective Digital Marketing
- Film Appreciation
- AI and Machine Learning
- Business Analytics

VOLUNTEER & LEADERSHIP EXPERIENCE

Senior Patrol Leader

Girl Guides Singapore

Jan 2020 – Dec 2021

- Led a company of Girl Guides in Secondary School during CCA activities.
- Planned and carried out events and activities in Secondary Schools during CCA Day and Girl Guides Day
- Represented the school in hosting overseas Japanese Girls School students, fostering cultural exchange and diplomacy.

Class Chairperson

Pasir Ris Crest Secondary School

2020-2022

- Planned and led class events (e.g. Class Bonding Day, Racial Harmony Carnival)
- Allocated and led class during competitions (e.g. Class Cheering Competition, School Sports Day)

Safe Entry Device Collection Volunteer

People's Association

24 Dec 2020

- Volunteered as a Safe Entry Device Collection Volunteer, distributing Safe Entry devices and educating residents in the community on their usage, contributing to public health and safety initiatives.

Community Outreach

St. John's Home For Elderly Persons | Girl Guides Singapore

2018

- Engaged a visit to St. John's Home For Elderly Persons as part of Girl Guides Singapore community outreach initiative.
- Participated in recreational activities and games to uplift the spirits of the elderly residents and promote social interaction.
- Contributed to creating a warm and welcoming environment for the elderly residents, demonstrating empathy and compassion through volunteer service.

MICRO AND ALTERNATIVE CREDENTIALS

LinkedIn Learning

Learning Excel Desktop (Office 365/Microsoft 365)	4 Jul 2022
Adobe Photoshop to XD: Web Design Process	8 May 2023
Software Testing Foundations: Test Technique	2 Nov 2023
Software Testing Foundations: Test Planning	2 Nov 2023
Programming Foundations: Software Testing/QA	2 Nov 2023
Learning Jira	23 Nov 2023
Python Automation and Testing	11 Jan 2024
Unit Testing and Test Driven Development in Python	4 Jan 2024
Basic Proficiency in KNIME Analytics Platform	16 Jun 2024
AI4I® – Literacy in AI	28 Jun 2024
Elearning Essentials: Storyboarding	7 Nov 2024