

# WANG WANQING MELINDA

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DATE OF BIRTH: 10 11 1994

## EDUCATION

- 2013 - 2017 **NATIONAL UNIVERSITY OF SINGAPORE**  
Bachelor of Engineering (Chemical Engineering)  
Expected date of Graduation: May 2017  
Cumulative Average Point: 4.07 out of 5.00
- 2011 - 2012 **HWA CHONG INSTITUTION (COLLEGE)**  
GCE 'A' Levels  
4 H2 Distinctions
- 2007 - 2010 **CEDAR GIRLS' SECONDARY SCHOOL**  
GCE 'O' Levels  
9 Distinctions, L1R5: 7

## ACADEMIC AWARDS

- 2013 NUS Kent Ridge Undergraduate Scholarship
- 2012 Hwa Chong Diploma with Distinction
- 2011 Edusave Scholarship for Integrated Programme Schools
- 2010 Edusave Scholarship

## WORK EXPERIENCES

- Dec 2014 – Present **BOXGREEN.CO**  
Marketing Intern
- ✓ Influencer Marketing  
Created online marketing mechanics with 13 influencers | Secured 3 months partnership
  - ✓ Social Media Marketing  
Developed 3 month social media marketing strategy | Managing all social media platforms
  - ✓ Corporate Sales Associate  
Qualified B2B leads through multiple channels | Managed customer relations & interactions
- Mar 2013 – Jul 2013 **BAKERZIN**  
Kitchen Staff
- ✓ Prepared desserts and maintained food standards
  - ✓ Managed food inventory and stocking
- Mar 2013 – Jun 2013 **TCC GROUP**  
Waitress at Lantern Bar (Fullerton Bay Hotel)
- ✓ Maintained high service standards
  - ✓ Crowd management at event held by Asia Pacific Breweries
- Jan 2013 – Mar 2013 **HWA CHONG INSTITUTION (HIGH SCHOOL)**  
MOE Teaching Internship Programme
- ✓ Taught Secondary 1 and 3 class of 40 students Mathematics and Physics
  - ✓ Independently prepared lessons, test papers
  - ✓ Assisted in Volleyball CCA (B Division)
  - ✓ Attended staff trainings in classroom and pedagogical techniques
- Dec 2010 – Feb 2011 **LONDON WEIGHT MANAGEMENT**  
Roadshow Promoter
- ✓ Enthusiastic and spontaneous in approaching strangers
  - ✓ Created awareness of products and addressing consumer's needs

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## CO-CURRICULAR ACTIVITIES

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	<b>NATIONAL UNIVERSITY OF SINGAPORE</b>
	<b>SHEARES HALL</b>
Aug 2013 – May 2014	<ul style="list-style-type: none"><li>✓ Block Committee -- Treasurer<ul style="list-style-type: none"><li>• Responsible in maintaining accurate financial records of block expenditures</li><li>• Planned and executed weekly block events with committee members</li><li>• Organised Hall events such as MixTapes Good Luck Supper</li><li>• I/C of a level, responsible for bonding and administrative matters.</li></ul></li><li>✓ Road Relay (Girls) – Vice Captain<ul style="list-style-type: none"><li>• Organise and lead trainings while assisting the Captain</li></ul></li><li>✓ Soccer (Girls) – Member<ul style="list-style-type: none"><li>• Attended trainings diligently and led trainings in the absence of the Captain</li></ul></li><li>✓ HWAC – Member<ul style="list-style-type: none"><li>• Assisted in packing welfare packages for Hall residents</li><li>• Emcee for Chinese New Year Dinner</li><li>• Assisted in the revamp of E-Shack</li></ul></li></ul>
Dec 2013 – Jun 2014	<b>NUS STUDENTS' ENGINEERING CLUB</b> <ul style="list-style-type: none"><li>✓ Engineering Freshman Orientation Camp – Programmes Committee<ul style="list-style-type: none"><li>• Organised games and other programmes in a team for a 4 days 3 nights camp</li></ul></li></ul>
Mar 2011 – Nov 2012	<b>HWA CHONG INSTITUTION (COLLEGE)</b> Choir (Member) <ul style="list-style-type: none"><li>✓ International Competitions (2012) – Fleischmann International Trophy Competition (3<sup>rd</sup>) and 60<sup>th</sup> European Music Festival for Young People (1<sup>st</sup> cum laude)</li><li>✓ National Competitions –Singapore Youth Festival (Gold with Honours)</li><li>✓ Member of the Publicity Committee for Choir concert– Voices in Flight, held at the Esplanade</li></ul> Class Committee (Assistant CT Representative) <ul style="list-style-type: none"><li>✓ Worked closely with Civics tutor in administrative and non-administrative matters</li><li>✓ Initiated and organised class events to promote bonding</li></ul>
Mar 2007 – Nov 2010	<b>CEDAR GIRLS' SECONDARY SCHOOL</b> Girl Guides (Skills I/C, Patrol Leader) <ul style="list-style-type: none"><li>✓ Overall Camp I/C, led committees in organising three camps</li><li>✓ Girl Guides Gold Award</li><li>✓ NYAA Bronze Award</li><li>✓ Responsible for bonding patrol and handling administrative matters</li><li>✓ Planned and executed weekly CCA meetings</li></ul>

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## COMMUNITY SERVICE

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- **OCIP – Nepal (Nov 2011 -- Dec 2012)**
  - Prepared lesson plans and taught students ranging from ages 3 – 16
  - Cement plastering of walls, sifting of sand, construction work

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## OTHER PROFICIENCIES

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- Trinity Guildhall Speech and Drama Grade 8 Distinction
- Proficient in Microsoft Office (Microsoft Word and PowerPoint)
- Language Proficiency in English and Mandarin (both spoken and written)
- Strong communication and interpersonal skills with an enthusiastic character