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## WORK EXPERIENCE (REGIONAL & LOCAL EXPOSURE)

### JTC Corporation

Jun 2016 – Present

*Assistant Manager (Talent Attraction)*

- Partner business divisions to analyse and meet manpower needs and develop strategic manpower allocation plans
- Recruit experienced hires for over 50 technical and corporate roles, filling over 40 positions and 5 highly specialized roles thus far (open for more than a year at the point of handover)
- Oversee strategic branding efforts through campus outreach, careers web page, print and social media collaterals
- Review vendor partnerships to establish a panel of agencies to fulfil strategic long-term recruitment needs
- Manage a team of 3 executives who support recruitment needs and perform regular tracking of HR operations employee engagement initiatives including launching engagement sessions and new campaigns
- Independently produced 2 HRM awards submissions and won in Best Health and Wellbeing category and listed Finalist for Kaplan Professional Award for Best Training, Learning & Development category

### UBS AG Singapore

May 2015 – Jul 2015

*Human Resources (Performance & Governance Team) Summer Intern*

- Conducted quality sample audits on over 120,000 HR Operations cases regionally to identify business risks for eventual process evaluation and procedural changes leading to re-training workshops for 2 teams of 12 staff
- Reviewed and aligned HR operational procedures for more than 6 countries across Asia Pacific, eliminating over 10 dispensable processes and documentation saving more than 100 manpower hours for the HR Operations team
- Processed over 100 HR Operations cases in a timely manner amidst HR systems transition phase to new platform

### Starwood Hotels & Resorts Asia Pacific Divisional Office

Jul 2014 – Jan 2015

*Talent Management and Organizational Effectiveness Intern*

- Organized more than 20 leadership training workshops across Asia Pacific for Hotel Executive Committee members, Hotel Managers and General Managers, also creating over 500 pages of workshop training materials
- Launched revamp of employee engagement website, designed and drove implementation of website's new functions; later presented at Asia Pacific Divisional Leaders meeting and well-received by CEO and Committee
- Prepared HRM Awards submissions entries for Employer Branding, CSR and Engagement with all listed as Finalists
- Published 3 employee engagement e-magazine issues disseminated to CEO and other 1500 leaders and associates

## EDUCATION & CO-CURRICULAR ACTIVITIES

### Singapore Management University (SMU)

Aug 2012 – May 2016

*Bachelor of Business Management; OBHR Major*

- Teaching Assistant in Organizational Communication, assisting Professor and students in class, grading and projects
- Winter Term Exchange 2015/2016 (Jan) in the Global Business Program of FH Joanneum, Graz, Austria
- Recipient of Ernst Mach Grant worth 4700€ from the Austrian Federal Ministry of Science, Research and Economy

### Organizational Behaviour and Human Resources (OBHR) Society

June 2014 – June 2015

*General Secretary*

### SMU Pendeza (Overseas Community Service Project – Meru, Kenya)

*4<sup>th</sup> Organising Committee, Finance Director (2013); Sponsorship & Marketing Committee (2012)*     **Aug 2012 – July 2014**

## OTHER SKILLS & INTERESTS

**Learning-In-Progress:** Applied Talent Analytics; Communication and Visualization of Data Analytics (QlikSense & Tableau)

**IT and Software:** Microsoft Office; Excel; LinkedIn; Adobe Illustrator; Lightroom, ERP - SAP & Oracle; R Software (Basic)

**Languages:** English (Native); Mandarin (Native); German (Basic); Spanish (Basic); Japanese (Basic)

**Passions:** Travelling for new cultures, sights and languages; Food appreciation; Softball; Reading Legal & Sci-Fi Thrillers