

CHENG WUN JING

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<https://wunjing.github.io/>

Highly motivated and hardworking Information System undergraduate who is keen to learn and perform on the job, and is excellent at working with people. Eager to gain hands-on skills and to learn from working professionals. Meticulous in work and committed to contribute to company's goals and targets.

EXPERIENCE

NOV 2020 – JAN 2021

WEBSITE PROJECT MANAGEMENT INTERN, TEKTRONZ PTE LTD

- Managed troubleshooting efforts for published content, correct performance issues and malfunctions.
- Integrated SEO measures into all customer-facing content to optimize search rank and ease user discovery.
- Collaborated with the team to create sleek and innovative UI design.

MAR 2017 – AUG 2017

HR INTERN, CITIBANK

- Created and implemented forward-thinking initiatives to improve employee engagement.
- Improved productivity initiatives while coordinating resignation process.
- Prepared monthly termination lists to be added to permanent records.

NOV 2014 – JAN 2015

ADMINISTRATIVE INTERN, NG NAM BEE

- Monitored outstanding invoices and performed collections duties.
- Input data from invoices into company's system

EDUCATION

AUG 2018 TO DEC 2021 (EXPECTED)

DEGREE IN INFORMATION SYSTEMS, NUS

- Member of Fintech Society Dev Ops Team
- Projects worked on:
 - Subscription Marketplace Website for both Merchant and Consumers
 - Food Delivery Service Website
 - Fintech Society Website

MAR 2015 TO MAY 2018

DIPLOMA IN BANKING AND FINANCIAL SERVICES, NGEE ANN POLYTECHNIC

- Graduated in Top 25% of Cohort
- Member of Heartware Society
 - Volunteered for National Day Parade in 2016 and 2017

- Leader for Business and Accountancy Orientation in 2015 and 2016
- Member of Cambodia Youth Expedition Project in 2017
- Member of Rotaract Club

SKILLS

- **Technical Skills**
 - Proficient in Java
 - Proficient in HTML, CSS
 - Proficient in Netbeans IDE and Java EE
 - Proficient in Angular
 - Proficient in MySQL and PostgreSQL
 - Proficient in Git
 - Proficient in Figma and Balsamiq
 - Proficient in Microsoft Word, Excel and PowerPoint
 - Exposure to React Native and React
 - Exposure to Python
 - Exposure to Django
 - Exposure to SQLite
- Acquired AIGPE's Six Sigma Yellow Belt Certification
- **Soft Skills**
 - Fluent in English and Mandarin
 - Problem-solving and analytical thinking
 - Interpersonal skills
 - Divergent Thinking

ACTIVITIES

- Developing NUS Fintech Society Website
- Completed a React Native and Firebase project which is to build a mobile application on grocery shopping list.
- Concurrently taking Project Management online courses