

RUTH WEE

ruthwee00@gmail.com | +6598756458 | Singapore | [LinkedIn](#) | [GitHub](#)

Profile Summary

Linguistics graduate with experience in data management and analysis, including Austronesian language documentation at NUS. Skilled in corpus management, IPA transcription, and maintaining data quality. Strong analytical and editorial skills from research and professional writing. Interested in applying computational methods and language technology to NLP, prompt engineering, documentation of underdescribed languages, and historical/comparative linguistic analysis.

Education

National University of Singapore	Aug 2019 - June 2024
Bachelor of Arts with Honours in English Language (Distinction)	

Experience

National Library Board	Apr 2025 - Present
Publishing Intern	Singapore

- Wrote and edited *BiblioAsia* articles ¹² and scripted YouTube reels using archival records
- Initiated and coordinated an oral history interview on Singapore's sports development
- Proposed 55 article topics for *BiblioAsia* to support 2026 editorial planning

National University of Singapore	Jan 2024 - Sep 2025
Research Assistant (Language Documentation) Assisted Dr Alexander D. Smith	Singapore

- Managed comparative Austronesian language datasets for computational phylogenetic analysis
- Conducted fieldwork on Lebo' Vo' Kenyah: interviews, IPA transcription, data management in SayMore, FLEX, and Excel
- Edited and proofread chapters of Dr Smith's forthcoming book *The Languages of Borneo*
- Typeset conference handouts and journal submissions, maintaining consistent interlinear glossing, citations, and formatting

AstraZeneca	Oct 2024 - Jan 2025
Patient Advocacy and Corporate Affairs Intern	Singapore

- Managed logistics and executed AstraZeneca's ADC Groundbreaking Ceremony attended by 150 high-profile guests including Singapore's Deputy Prime Minister
- Managed corporate communications: LinkedIn posts, press releases, speeches, newsletters
- Reorganised digital folders to streamline workflows
- Developed an 80-slide handover document to support workflow continuity

Capelle Consulting	Jul 2023 - Dec 2023
Marketing and Content Support	Singapore

- Edited and rewrote content for 36 webpages, ensuring clarity, accuracy, and brand alignment
- Produced a 2-minute promotional video with subtitles using Premiere Pro under tight deadlines; received commendation for quality

CNBC International	Jan 2023 - Jun 2023
News Editorial Intern	Singapore

- Supported live production for Squawk Box, Capital Connection, Street Signs by preparing show elements (PKGs, SOTs, VOs, LTs) under tight deadlines
- Edited scripts and selected footage for storyboarding, adhering to CNBC's editorial standards
- Initiated and created a 39-page onboarding guide to streamline workflows for news assistants

The Bible Society of Singapore	Jun 2022 - Jul 2022
Communications Officer	Singapore

- Created TikTok and Instagram content to boost engagement, reaching 1.4k views in 3 hours

- during crisis coverage (Philippines 7.0-magnitude earthquake)
- Coordinated social media strategies and identified influencers for potential partnerships
- Crafted email campaigns, press releases, fundraising appeals to support donor engagement
- Planned and facilitated team building activities for a 40-person corporate event

Health Promotion Board Research and Contact Centre Intern	May 2021 - Jul 2021 Singapore
<ul style="list-style-type: none">● Researched global smoking cessation programmes, producing a 50-page report with recommendations for HPB's Quitline● Presented findings to senior leadership to support strategic planning● Evaluated vendor performance for HPB's customer contact centre to improve service quality	

Projects

LLM Prompt Engineering GitHub Repo	Sep 2025 - Present
<ul style="list-style-type: none">● Collaborated with Linguistics PhD students to automate the analysis of child-adult conversations using Gemini in Colab; refined prompts, annotation guidelines, JSON outputs, and model settings, achieving 78.93% tagging accuracy across 100 conversational turns	

Awards & Achievements

Dean's List (UNC Chapel Hill, Spring 2022); NUS NASA Exchange Scholarship (2022); Raffles Diploma Merit, Character & Leadership (2018); Edusave Award: Achievement, Good Leadership & Service (2016)

Volunteering

Varsity Christian Fellowship (VCF)	Aug 2020 - Dec 2024
<ul style="list-style-type: none">● Executive member, Graduation Committee (2023-24): Managed outreach campaigns, organised events for final-year students in collaboration with Graduates' Christian Fellowship (GCF)● Secretary, Intervarsity Camp (2022): Planned and ran an overseas camp for 132 members	

Bethesda Hall (Ang Mo Kio) Church	Apr 2020 - Dec 2020
Editor and Interviewer, Newsletter Team	

- Co-led a team producing newsletters and Instagram posts during Covid-19

Singapore Gymnastics	Jun 2015 - Jun 2015
<ul style="list-style-type: none">● Assisted with events operations and logistics at the 28th SEA Games 2015 (63 hours)	

Extra Curricular Activities

Raffles Institution (Junior College), Touch Rugby	Jan 2017 - Dec 2017
<ul style="list-style-type: none">● Represented school at Pan Pacific All Schools Tournament	

Raffles Girls' School (Secondary), Trampoline Gymnastics	Jan 2013 - Dec 2016
<ul style="list-style-type: none">● Team Captain (2016): Led team to 3rd place at National School Games Championships & Singapore Gymnastics Open● Awards: Raffles Colours Outstanding Leadership & Performance, Singapore Schools Sports Council Colours Award● Organised a fundraising gymnastics concert to support the Singapore Cancer Society	

Skills

Python, Excel VBA, International Phonetic Alphabet Transcription, SayMore, FLEEx, Microsoft Office

Languages

English [Native Proficiency], Mandarin Chinese [Limited Working Proficiency]