

# KYLA YEW

80177251 • e1155473@u.nus.edu • [www.linkedin.com/in/kyla-yew](http://www.linkedin.com/in/kyla-yew)

## EDUCATION

---

**National University of Singapore** **Aug 2023 - Present**

**Bachelor of Science in Business Analytics (with Honours)**

- Second Year Business Analytics Student
- Pursuing a minor in Language Studies (Korean)
- Pursuing a minor in Economics

**Victoria Junior College** **Jan 2021 - Dec 2022**

**GCE "A" Level Examination**

- Achieved 4 distinctions

## EXPERIENCE

---

**ScheduleSync, Team Member** **May 2024 - Jul 2024**

- Created a Web Application (ScheduleSync) as part of an Independent Software Engineering Project known as Orbital in the National University of Singapore.
- Completed highly detailed documentation on the project during the 3 months for each of the 3 milestones, ensuring the quality of Web Application and honing skills in building a software product as a team.
- Programmed the Web Application using the following set of technologies: Javascript, React.js, PostgreSQL, Node.js.

**WongPartnership LLP, Legal Secretary** **Dec 2022 - Mar 2023**

- Provided secretarial support to a team of lawyers by preparing correspondence and assisting in specialised tasks unique to legal profession.
- Coordinated and prioritized incoming emails, letters, and phone calls for 6 attorneys, ensuring timely responses and maintaining open lines of communication with clients and external parties.

## CERTIFICATES & SKILLS

---

AI4I Literacy in AI Certification

AI4I Foundations in AI Certification

National University of Singapore Certificate of Proficiency in the Korean Language at the Elementary Level

Fluent in English (Native), Mandarin (Native), Korean (Basic), Malay (Basic)

Proficient in use of productivity tools like Microsoft Office (Word, PowerPoint and Excel) and Google Suite

Quick Learner

Team Player