

## EDUCATION BACKGROUND

- National University of Singapore (NUS)** **Aug 2014 – Apr 2018 (expected)**
- Bachelor of Computing (Information System), Honours + University Scholars Programme
  - Awarded NUS Undergraduate (Merit) Scholarship and Certificate of Distinction in ICT Solutioning Knowledge Area
  - Exchange Semester with University of Calgary, Canada
- Singapore Polytechnic (SP)** **Apr 2009 – Mar 2012**
- Diploma (with Merit) in Information Technology & Diploma-Plus (Certificate in Business)
  - Awarded Microsoft Singapore Award, Cyansys Scholarship Award

## WORK EXPERIENCE

- Microsoft International & Asia Pacific + Japan, University Recruiting Operations Associate** **Sep 2016 – present**
- Part of the Global Talent Acquisition Group (GTA) and managed global recruitment projects on operations.
  - Introduced a workforce planning solution for global leaders to improve overall strategic alignment.
  - Focused on providing data analytics support and reports for global executives (EVP-Level) to support business decisions.
  - Manage and support Asia Pacific & Japan team in business operations, data analytics and system adoption strategy planning.
  - Seconded to Global HR Services to land a new recruiting platform and manage Recruiting Associates in Asia (excluding India).
- Microsoft Asia Pacific, University Recruiter Intern** **Apr 2015 – Sep 2016**
- Part of the GTA and managed the operations of University Recruitment for the Asia Pacific (APAC) region.
  - Introduced new data analysis strategies and visualisation tools for more insightful business decision.
  - Focused on optimising business processes through IT and solutions were recognised as best practice by international leaders.
  - Handled operational planning for two regional conferences for interns in Malaysia (2015) and Bangkok (2016).
- National Service (Singapore Armed Forces), Security Trooper** **Oct 2012 – Aug 2014**
- Awarded Full-time National Serviceman (NSF) of the Year (estimated 70 awardees each year – 0.1% of total active NSF).
  - Awarded Outstanding Servicemen for the Month & APGC Best USMS Individual Contribution Award (Combat).
  - Developed software to enhance unit's security operation and one was shortlisted for MINDEF Productivity Awards.
  - Managed security operations within airbase under Air Power Generation Command (APGC) & Guard of Honour contingent
- Microsoft Asia Pacific, Technical Marketing Intern** **May 2012 – Oct 2012**
- Part of the Developer & Platform Evangelism Group (DPE) and was focused on student developer eco-system for APAC.
  - Achieved 40% of annual KPI for Windows 8 and Windows Phone applications development within 1<sup>st</sup> quarter.
  - Part of team that conceptualised a Windows 8 adoption strategy for government in Asia that was recognised globally.
- Microsoft Singapore, Program Specialist Intern** **Sep 2011 – May 2012**
- Part of the DPE and focused on driving local academic initiative and managed the Microsoft Student Partners program.
  - Attained 95% growth with over 11,000 student engagements and spearhead an inaugural technology conference for IHLs.
  - Launched a three weeks social marketing campaign and achieved over 10,000 connections.

## NON-ACADEMIC ACHIEVEMENT

- WorldSkills Competition Singapore 2011, Silver Medallist (IT Software Solutions for Business)**
- Focused on challenging competitors' abilities to resolve complex business problems faced daily under time-pressure.

## OTHER EXPERIENCE

- AUN and ASEAN+3 Educational Forum and Young Speakers Contest, Organising Chairman** **May 2017**
- Recognised as the best conference model and featured for future conference reference by AUN Secretariat
- University Scholars Club, President** **Sep 2014 – Aug 2016**
- Elected as President in 2015 and served as Honorary General Secretary in 2014.
  - Provide strategic direction for the club, advising on club activities and responsible for club's budget of over \$200,000.
  - Developed website to automate administrative functions performed by the club.
- Microsoft Student Partners (MSP), Singapore Lead** **Oct 2010 – May 2012**
- Appointed as Singapore Lead in Jun 2011 and served as SP Campus Lead prior.
  - Managed students from universities and polytechnics and conducted technical training sessions on campus.
  - Clinched the Best MSP Award and Best MSP Campus Team Award in 2011.

## VOLUNTEERING EXPERIENCE

- Sengkang Central Community Development and Welfare Funds, Chairman** **Apr 2016 – present**
- Oversee welfare initiative for Sengkang Central division and managing a network of community partners.
- Punggol Community Club Youth Executive Committee, Chairman** **Jan 2011 – present**
- Elected as Chairman in Sep 2013 and served as the General Secretary (Oct 2011 – Sep 2013).
  - Led the committee to clinch Most Improved Youth Club Award and Meritorious Youth Club Award in 2017.
  - Spearheaded a community leadership development programme for youths that won numerous recognition awards.

## ADDITIONAL INFORMATION

- Able to develop application using C#, Visual Basic, VBA, Java (J2SE & J2EE), ARMv8, NetBeans IDE and SQL.
- Certified Microsoft Business Management Solution Specialist – Microsoft Navision 2009 & LinkedIn Recruiter Professional.
- Interested in Community Service (Youth & Community Development) and Photography.
- Fluent in English and Chinese.