



## EDUCATION

Bachelor of Social Sciences (Economics) with Honours (2013)

## WORK EXPERIENCE

### Ministry of Defence, *Senior Policy Officer*

2016-Present

- Formulated and executed policies related to defence diplomacy.
- Planned and executed trips involving MINDEF leaders and their counterparts.
- Worked on whole-of-government projects.

### Ministry of Defence, *Research Analyst*

2013-2016

- Geopolitical research and analysis.
- Handled primary data analysis.
- Wrote assessment papers.
- Mentored junior officers.

### SingHealth (Centre for Health Services Research), *Data Analyst Intern*

Summer 2012

- Analyzed and worked with large sets of data in 4 major projects.
- Handled preliminary research for NKF research grant.
- Editor and designer for centre's annual report, corporate folder, corporate video and website.

### Ministry of Trade & Industry (The Economist Service), *Research Assistant Intern*

Summer 2011

- Led a team of 6 and worked directly with key members of the Economist Service.
- Spearheaded planning and execution of labour market orientated research.
- Handled intermediary data analysis and process refinement.

### Stalford Holdings, *Graphics Designer*

2009-2010

- Involved in marketing decision making including direction and execution.
- Served as graphics designer creating all artwork for over 12 branches including the design of marketing collaterals for both local and overseas

### Will Holdings, *Director (Creativity & Design)*

2008-2012

- Served as director of a youth start up focusing mainly on event organization
- Successful organization of multiple events including Ministry of Finance 50th Anniversary.

### Freelance, *Graphics & Website Designer*

2008-2011

- Graphics design focusing on marketing and storefront collaterals for multiple companies / organizations including
  - TradeOne Communications
  - City Line Estate
  - Guide Dogs Association for the Blind
- Design and coding of multiple websites including the following corporate websites:
  - Frances Revival
  - Shinji by Kanesaka
  - Will Holdings

### National Service, *Operations Management 2IC*

2006-2008

- Responsible for all administrative functions and handled ISO & PD certification of unit.
- Planned and managed SAFTI SC's welfare funds.
- Awarded Best Soldier of the Month (January 2008).

- Awarded Letter of Appreciation (Commandant SAFTI MI, April 2008).

**Jurong HiTech, *Production Assistant Supervisor (Temp)***

2006

- Assisted in leading and managing an entire production line
- Involved in data entry and administration - Handled staff payments and worked with ISO team to attain ISO Certification.

**CO-CURRICULAR ACTIVITIES**

**NUS Economics Society, *Writer***

2010-2012

- Contributed to ideas and articles for various publications.

**Photographic Society, *President***

2004-2006

- Changed the direction of the society to be more active in its field.
- Organized multiple school competitions.
- Represented school in the Canon International Photography Competition.

**Speech & Drama, *Lead actor***

2006

- Represented school in SYF 2006, obtained Silver.

**Student Council, *President***

2000-2003

- Managed over 150 student councilors and organized 7 school wide events and 4 camps.

**SKILLS**

- Highly proficient with professional working experience in all Office applications, Adobe Dreamweaver, Illustrator, Photoshop, Premier, Flash.
- PC hardware and software troubleshooting.
- English: Fluent spoken and written. Confident public speaker. Experienced writer.
- Chinese: Basic spoken and written.
- Bahasa Indonesia: Basic written

**INTERESTS**

Writing, reading, cycling, running, guitar