







GWENDOLYN LEONG

PROFILE

Aspiring Programmer and Data Analyst ready to utilize skills and passion. Technologically adept, offering experience with many social media platforms, office technology programs, and advanced computer skills. Bring forth a positive attitude and the willingness to learn.

INTERESTS & HOBBIES

-  Photography
-  Photoshop
-  Video Games
-  Website Designing
-  Badminton

CONTACT

PHONE:
+65 9684 1062

WEBSITE:
<https://gtgwendolyn.wixsite.com/website>

EMAIL:
gwenxdolyn@gmail.com

LINKEDIN:
<https://www.linkedin.com/in/gwndolyn/>

LANGUAGES

English [Full professional proficiency]
Chinese [Limited working proficiency]

EDUCATION

[Ngee Ann Polytechnic]

April 2021 – Present

A year 2 student in the School of ICT pursuing a Diploma in Information Technology with a minor in Global Readiness.

- Cumulative GPA of 3.44
- Expected to graduate in April 2024

Activities & Societies: Leo Club, NP Mentors, Society of Animal Rangers, ICT Society

[Tanjong Katong Secondary School]

Jan 2017 – Dec 2020

Cambridge O-Levels certificate of 12 points

Activities & Societies: Drama Club

WORK EXPERIENCE

[Don Don Donki] [Cashier]

Feb 2022 – April 2022

Part time cashier in charge of cashiering, picking, and packing customers' Grab supermarket purchases

[Frasers Property Limited] [Safe Entry Officer]

Jan 2021 – May 2021

In charge of ensuring members of public check in before entering malls

[Jack's Place] [Waiter]

Jan 2021 – Apr 2021

Part time waiter in charge of serving food and clearing plates

SKILLS

Soft Skills

- General Management
- Interpersonal Communication Skills
- Multitasking Skills
- Adaptability
- Problem Solving Skills
- Time Management Skills
- Teamwork
- Leadership

PROJECTS

RPA

- [RPA project evaluating financial data from companies](#)
- [RPA video solutions](#)

MACHINE LEARNING

- [Machine Learning NLTK project to categorize reviews into categories](#)

WEB

- [Personal website portfolio](#)
- [E-commerce website](#)
- [ZZ Fashion CRM website using MVC](#)

COMMUNITY SERVICE

Chaoyang School

- Lead an event to educate children on functions of Excel [Sep 2022]

Chinese Development Assistance Council

- Lead an event to teach children how to create a dessert [Sep 2022]

Yong-en Care Centre

- Educated the elderly on how to create photo collages [Jul 2022]

Care Corner Singapore Ltd

- Taught children how to make their own terrarium [Sep 2021]

Leo Club

- Lead an event to educate elderly on social media functions [Jun 2021]

Care Corner Singapore Ltd

- Volunteer tutor [Jun 2021 – Dec 2021]

REFEREES

Toh Ser Chye

Senior Manager, School of InfoCommTechnology, Ngee Ann Polytechnic
Email: toh_ser_chye@np.edu.sg
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Victor Lum

Senior Lecturer & Manager, School of InfoCommTechnology, Ngee Ann Polytechnic
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Phone: 64606866

Technical Skills

[Data analytics]

- Robotic Process Automation
- Applied Analytics
- Machine Learning
- Databases
- Spreadsheet Engineering

Languages & softwares

- Python • SQL • VB.net
- Power BI • Excel • UIPath
- Visual Studios • SQL server management • Jupyter

[IT]

- Object-Oriented Programming
- Object-Oriented Analysis & Design
- Solution Design & Development

Languages & softwares

- Python • C#
- Visual Studios • Visual Paradigm

[Web]

- Web Application Development
- Interactive Development

Languages & softwares

- HTML CSS JS • C# • MVC
- ASP.net core • SQL
- Visual Studios • Adobe Xd
- SQL server management

[Design]

- Design Principles

Softwares

- Adobe Photoshop
- Illustrator • Premiere Pro
- After Effects

[Marketing]

- Customer Experience Management

Softwares

- Salesforce

[Cybersecurity]

- Cybersecurity & Digital Forensics
- Operating Systems & Networking

Languages & softwares

- Vmware • Linux

CERTIFICATES

- ★ [2022] [Shopee Code League 2022 – Participant](#)
- ★ [2022] [UI Path RPA Developer Foundation](#)
- ★ [2022] [Workato Automation Pro I Certificate](#)
- ★ [2022] [LinkedIn Learning Predictive Customer Analytics](#)
- ★ [2022] [LinkedIn Learning NLP with Python for Machine Learning](#)
- ★ [2022] [LinkedIn Learning Applied Machine Learning: Algorithms](#)
- ★ [2022] [LinkedIn Learning Data Fluency: Exploring & Describing data](#)
- ★ [2022] [Enterprise Design Thinking Practitioner](#)
- ★ [2021] Shenzhen Polytechnic Overseas immersion program
- ★ [2021] NP Mentors partnership award