



**Mah Yu Ting,  
Jeannel**

### Personal Details

Nationality	Singaporean
Date of Birth	5 <sup>th</sup> September 1992
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### Education

Aug 2011-Dec 2015:

**National University of Singapore**

Bachelor of Computing:  
Information Systems (Honours)

Jan 2014-Jun 2014:

**University of Sussex**

Exchange Student

- > Overseas Exchange Programme
- > School of Engineering and Informatics

2009 – 2010:

**Anglo-Chinese Junior College**

- > Singapore - Cambridge GCE Advanced Level
- > Stream of Study: Science

## Work Experience and Skills

### Work Experience

**Capgemini Singapore**

May 2017 - Present

**Consultant**

- > Stakeholder Management
- > Drafting of Functional Requirements Specification documentation
- > Systems Process Modelling

**Capgemini Singapore**

May 2016 – April 2017

**Associate Consultant**

- > Business Process documentation and analysis
- > Capturing their current work processes and system requirements
- > “Future State” Process Modelling on SIPOC Framework
- > Stakeholder Engagement and Management
- > Writing and Editing of Responses to Requests for Proposals across public and private sector clients

**Sales In One**

Feb 2015 – Sept 2015

**Project Manager (Intern)**

- > Project Manager of a web system (<http://voicesofsales.com>) from inception to market
- > Lead Project Manager of a team of 5 developers in Vietnam, as well as working with freelancers.
- > System Requirements Gathering
- > System Wireframe creation
- > Systems Testing

**Top Notch Sports**

Dec 2009 – Jan 2014

Dec 2008 – Feb 2009

**Part Time Instructor**

- > Instructor for Basic Air Weapons Course

**Admin Staff**

- > Administrative duties including data entry of client data for Basic Course, registration for competitions

### Competencies

**Languages**

**Software**

- > Java, C, HTML, R, PHP
- > Data Analytics: R Studio, NodeXL
- > Modelling Tools: Microsoft Visio, Axure RP 8, Balsamiq
- > Database: MySQL
- > Media: Adobe (Photoshop, Premiere, Flash), Mirillis Action!, CyberLink PowerDirector 13
- > Others: Microsoft Dynamics CRM, Microsoft Project
- > Windows, Unix, Linux (Ubuntu)
- > Business Process Analysis and Modelling, Data Analysis, Stakeholder Management, Project Management, Copywriting, Basic Web Development

**Operating Systems**

**Other Skills**

### Languages

	<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>English</b>	Native	Native	Native
<b>Mandarin</b>	Native (Non-Business)	Basic	Basic
<b>Japanese</b>	Basic	Basic	Basic

### Voluntary Work

**Computing Alumni**

**Association**

2017

**Organiser and Volunteer**

- > Develop and reach weekly Computing Concepts course to under privileged children
  - o Lego Mindstorms NXT
  - o Microbit

**Capgemini Singapore**

2016

Planning and execution of the company’s (Singapore) first ever Corporate Social Responsibility event

## Training and Certifications

Certified for

**IBM | Watson Health**

### IBM Curam

- > Sep 2016: Certified Associate Business Process Analyst - Cúram V6.0.5

### Microsoft Dynamics

- > Trained in Microsoft Dynamics CRM Customisation

### National University of

#### Singapore Subject Modules

- > Strategic IT Applications
- > Business and Technical Communication
- > Employee Management in Singapore
- > Dynamics of Interpersonal Effectiveness
- > Requirements Analysis and Design
- > Management Of Information Systems
- > IT And Customer Relationship Management
- > IT Project Management
- > IT Adoption and Change Management
- > Enterprise Systems Development Project
- > Social Media Network Analysis
- > Information Systems Consulting

### Personal

September 2014, September 2015

### Kiwanis Key Club

2006 – 2010

## Leadership

### Computing Alumni Association

Aug 2016 – Present

### School of Computing Student Leadership Programme (Silver)

### NUS Student's Union (NUSSU)

Sep 2012 – Sep 2013

### NUS Student's Computing Club Management Committee (Comp Club MC)

Sep 2012 – Sep 2013

Sep 2011 – Sep 2012

Sep 2011 – Jun 2012

### Organiser

- > Organised fundraisers for various charities within the collection timeframe of 1 month
  - o Raised SGD900 and for the Singapore Association for Mental Health
  - o Raised SGD600 for the Coalition Against Bullying for Children & Youth

### Founding Member (C.H.I.J Toa Payoh Charter)

- > Organised Christmas Party for various Children's Home
- > Carried out Puppet Making and Story-telling project at Cannossaville Children's Home
- > Organised monthly trips of 10-15 people to Missionaries of Charity Gift of Love Nursing Home

### Vice President (2017-Present)

#### Executive Committee Secretary (2016-2017)

- > Represent Alumni Association at NUS related networking events
- > Organise monthly "Alumni Meetups"
- > Co-Organise and publicise NUS School of Computing events to alumni

### Completed workshops:

- > Handling Difficult People
- > Intrigue, Influence, Ignite!
- > Principles of Leadership and Leadership Styles
- > Creating WOW Presentations
- > Personal Management & Self-Effectiveness

### 34<sup>th</sup> NUSSU Council Member, Faculty Representative

- > Responsible for bringing up student's concerns, especially that of the faculty, during NUSSU meetings
- > Responsible for voting of new NUSSU legislations with the concerns of students in mind

### Organising Committee for "Love NUS" Campaign

- > Faculty representative and coordinator
- > Responsible for publicity and smooth running of event in School of Computing

### Vice President (Human Resource and Development)

- > Gather and respond to feedback from the student body
- > Raise concerns of the students to Computing Faculty Office
- > Oversee Welfare, Sports, and Academic activities and events run by Comp Club to ensure they are planned and run successfully
- > Introduce faculty and school facilities to visitors from different countries, including China, Vietnam, Indonesia and Philippines

### Communications and Media Director (Vice)

- > Responsible for publicity and media capturing of events
- > Liaise with external vendor for printing of the faculty's yearbook
- > Emcee for various events

### **Secretary of Freshmen Orientation Camp Committee**

- Secretarial work of booking of event venues, proposal writing, minutes-taking, and liaising with event participants
- Planned event activities
- Helped fund-raising efforts for even

## **Competitions and Achievements**

### **Singapore Shooting Association**

#### **National Youth Training Team**

2008

2010-2012

#### **NUS Invitational Shoot**

2009

#### **HomeTeamNS Invitation Shoot**

2008

2009 - 2010

#### **National Interschool Shooting Championships**

2006 – 2008

2008

- > Invited to join National Youth Training Team
- > Trained in National Youth Training Team (Air Rifle)
- > Second Place (Open Category, Team)
- > First Place (School Category, Individual)
- > First Place (Open Category, Team)
- > Third Place (South-Zone Team)
- > First Place (South-Zone Individual)

## **References**

### **Patricia Shelley**

Diona, United States

Business Architect

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### **Yap Yao Jun**

Google, Singapore

Data Center Operations

Engineer

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