

NOELLE DIONG SHU FEN

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY (SMU)

Aug 2020 - Present

Bachelor of Social Science

- Major in Psychology; Double majoring in Organisational Behaviour and Human Resources
- cGPA: 3.45/ 4.0
- Conducted a collaborative national survey and statistical study of Singapore's Visually- Impaired Community (Guide. Me.)

TUNKU ABDUL RAHMAN UNIVERSITY COLLEGE (TARUC)

May 2018 - Nov 2019

UK Cambridge International A-Level

- Subjects taken: Biology, Chemistry, Mathematics, Physics
- Grade: 3As 1C

EXPERIENCE

SUNNINGDALE TECH LTD - Jurong West, Singapore

May 2022 - Jul 2022

Human Resource Intern

- Undertook project of human resource digitalization in Singapore branch and branches in 7 neighbouring countries
- Analysed onboarding and offloading numbers of Singapore branch and branches in 7 neighbouring countries to visualise information

TAESEONG TAEKWONDO - Holland Village, Singapore

Jul 2021 - Dec 2021

Administrative Assistant

- Consulted about 50 customers weekly on personalised suitable class timings assuring customer satisfaction while catering to each customer's needs and suitability to available classes
- Managed around \$4000 of fees and payment by customers through online means thus increasing efficiency of book keeping
- Performed basic bookkeeping and attendance taking to ensure fees and payment are collected promptly and correctly from customers
- Organised entries and exits for 80 students per day to ensure efficient turnover of students between classes
- Handled grading cards of around 150 students ensuring assessments can be done efficiently by Taekwondo instructors

DELICIOUS YONG TAU FOO - Shah Alam, Malaysia

Feb 2020 - Aug 2020

Administrative Assistant

- Pioneered internet marketing in company through social network outreach and promoted restaurant online during peak of Covid-19, maintaining company revenues
- Increased restaurant revenue by 20%; created a new buffet menu attracted customers for in English, Chinese and Malay
- Managed phone calls from around 600 customers per month to coordinate orders
- Liaised with approximately 32 suppliers per month to organise logistics and ensure accurate stock keeping
- Distributed information daily to restaurant crew accurately and concisely, reduced miscommunication between departments by implementing a new system of communication
- Performed bookkeeping using Microsoft Excel and thus smoothed process of further analysis regarding menu items

CO-CURRICULAR ACTIVITIES

Honorary General Secretary- SMU Stageit (2022)

- Responsible in liaising with the President and Vice President to make key decisions towards pursuing club's vision
- Served as main liaison between Stageit's manager and external stakeholders on contractual agreements for musical and script licensing
- Scheduled all General and Committee meetings, responsible for ensuring all actions to be taken will be executed
- Organized selection process of new club members through arrangement of auditions and interviews. Assessed individuals according to Stageit's vision and club culture

Member of SMU Stageit

- Acted as lead role for two scenes in "On North Diversion Road" under SMU's Arts Festival (Silver Award under the Office of Student Life Director's Pick)

Change Maker Forum - Participant

- Wrote, conducted, filmed and edited a 3mins monologue on impactful changes Florence Nightingale made on medical system

COMMUNITY SERVICE

- Volunteered as side-walker at Riding For Disabled Association Singapore (RDA) to gain more comprehensive understanding of disabled children in Singapore and how as a society are able to assist and help disabled children grow independence and self-reliance
- Volunteered as a helper in SMU's Patron's Day 2022 in the Makers Market to assist in prize collection, stage management, manning of booths and any other required operations

ACHIEVEMENTS

- Top 20 in 5th IMU Science Discovery Challenge 2019 (National Level, Pre- University Level)
- First Runner up in Public Speaking competition: World Thinking Day 2017 (National Level)
- Finalist in CPUS Innovation & Prototyping Competition 2019 (School Level)
- Certificate of Academic Excellence (4As, Jun 2019)
- Recipient of 100% Tuition Fee Waiver Scholarship in TARUC (Merit-Based, May 2018)

ADDITIONAL INFORMATION

- Languages: Chinese (Intermediate) and English (Native), Malay (Intermediate), Korean Speaking (Intermediate), Korean Writing (Intermediate)
- Skills: Proficient in Microsoft Office and Canva
- Interpersonal skills: Organised, detailed oriented, self motivated
- Personal interest: Theatre, ballet, photography, travelling