

ANGELA LI MINGYAO

SINGAPORE MANAGEMENT UNIVERSITY

ABOUT

Penultimate student majoring in Human Resource and Psychology with extensive project management experience. Effective communicator with strong teamwork capabilities. Meticulous self-starter with keen attention to detail.

EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY - SINGAPORE
Bachelor of Business Management & Social Science (PPS) | Aug 2018 - May 2022 (expected)

- Double degree program, majoring in Human Resource and Psychology
- Projected Summa Cum Laude, Highest Distinction
- Dean's List AY19/20, AY 20/21
- Lee Kong Chian Scholar's Program - SMU's flagship premier scholarship offered to the top 2% of high-calibre and well rounded individuals
- Psychology Research Assistant for Prof. Andree Hartanto
- Research Member of Dawn Lab - Lab research area focus on Daily experience, Affective Well-being and Neuropsychology

UNIVERSIDAD CARLOS III DE MADRID - MADRID, SPAIN
International Student Exchange Programme | Jan 2020 - Aug 2020

- Erasmus+ Scholarship - Awarded international mobility scholarship by the European Union


HARVARD UNIVERSITY - BOSTON, USA
Overseas Exchange Program | May 2019 - Aug 2019

- Graded A [highest attainable grade] for module on The Human Market and Public Speaking

NGEE ANN POLYTECHNIC- SINGAPORE
Diploma in International Business | 2015 - 2018

- GPA 3.93/4.0, Director's List
- Ngee Ann Polytechnic Scholarships Award - Recognises students with excellent academic results with strong leadership potential
- Temasek Foundation Scholar - Specialists Community Action & Leadership Exchange
- Diploma Plus in Japanese Language, Diploma Plus in Economics and Qualitative Analysis

WORK EXPERIENCE

BYTEDANCE (TIKTOK GLOBAL) - SINGAPORE 

Compensation & Benefits Intern | Jan 2020 - August (7 months)

- Conduct industry research and analysis on compensation structures
- Developed a linkage mechanism model for performance rating and bonus adjustments
- Prepared and coordinated the End-of-Year Annual Review and Mid-Year Cycle Review
- Translated and prepared professional documents for international deployment of projects
- Initiated Talent Review Research Project and reformed the internal Talent Matrix structure

Talent Acquisition Intern | Jul 2020 - Jan 2021 (6 months)

- Utilised Boolean X-ray sourcing for passive candidates at senior management levels to join the rapidly expanding Trust & Safety team
- Created talent maps and applied targeted sourcing methods
- Coordinated interview scheduling across 5 timezones, conducted over 60 interviews screenings and successfully recruited 7 full-time employees
- Key team member to formulate talent pipelines and plans for successions of leadership roles
- Co-organised interviewer training programs for 445 participants across APAC and EMEA
- Prepared data and synthesised key insights for quarterly regional hiring review

CONTACT

P: +65 9649 5213
E: mingyao.li.2018@business.smu.edu.sg
W: www.linkedin.com/in/angelalmy

SKILLS & COMPETENCY

Tableau
R studio
Excel [Certified by Certiport]
Microsoft Power Point
Microsoft Word
Adobe Photoshop
Adobe Illustrator
Adobe Premiere Pro
Workday Platform

LANGUAGES

[Bilingual]
Fluent in English [Native]
Fluent in Chinese [Native]
Intermediate proficiency in Japanese
Conversational proficiency in Korean

INTEREST

Salsa Dancer
Saxophonist [Grade 5 ABRSM]
Swimming
Skiing