

BERENICE NEO JIA QI

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EDUCATION AND AWARDS

- Double Degree Program: BBM & BSocSc, Singapore Management University** **Aug 2019 – Dec 2023**
First major in Strategic Management, Second major in Psychology
- GPA: 3.77/4
 - Awarded Dean's List in Academic Year 2020/21

WORK EXPERIENCE

- IBM, Singapore** **Jan 2022 – Jun 2022**
Talent Transformation (Strategy & Consulting) Intern
- Streamlined and developed Global Process Design deliverables of Core HR processes
 - Analyzed and gathered user requirements for a strategic HR transformation initiative
- GeTS Asia, Singapore** **Nov 2021 – Dec 2021**
Fintech Business Analyst Intern
- Performed research, analysis and quality assurance for Go-Live product initiatives
 - Identified operating improvements and created user manuals to standardize operational processes
- Kinobi, Singapore** **Aug 2021 – Oct 2021**
Strategic Research Intern
- Led a team to conduct primary and secondary research and synthesize findings on talent needs in the ASEAN tech-enabled start-up landscape
 - Planned the publication and distribution of report in collaboration with Singapore National Youth Council
- World Vision China, Hong Kong SAR** **May 2021 – Aug 2021**
People & Culture Intern
- Composed a 10-page brief consulting World Vision China employee satisfaction levels across 8 representative offices
 - Organized 3 Learning & Development workshops and translated over 20 HR policies covering areas such as total rewards, performance management and employee recognition

LEADERSHIP AND VOLUNTEERING EXPERIENCE

- Bridges for Enterprise: Growth and Partnership Associate** **Aug 2021 – Apr 2022**
- Networked and pitched to senior working professionals and organizations
 - Organized and moderated 2 panel sessions for members in the Singapore Chapter
- Avente Consulting Club: Student Consultant** **Aug 2021 – Dec 2021**
- Awarded 1st in the 2021 Avente Internal Case Competition
- SMU Connect China Cultural Club: Marketing Head of Department** **Dec 2019 – Jun 2021**
- Developed marketing strategies to promote Chinese culture and increased total social following by 50%
 - Led the marketing team to design all posters and collaterals for club-related events

INTEREST AND OTHER ACTIVITIES

- **Freelance Writer & Editor:** write and edit blog posts on Chinese business, technology and culture
- **Guitarist & Composer:** self-composed two songs and performed live in an open concert
- **Language Tutor:** taught over 20 students primary and secondary school Chinese the past 3 years

LANGUAGES AND IT SKILLS

- **Languages :** English (mother tongue), Chinese (proficient)
- **IT:** Office Package (Word, Excel, PowerPoint), Python (basic)