

HU MEILAN

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY (SMU) 2020 - 2024

Bachelor of Social Science

- Double Major in Psychology and Organisational Behaviour and Human Resources (OBHR)
- cGPA: 3.54/4.00

TEMASEK JUNIOR COLLEGE 2018 - 2019

GCE 'A' Level

- 3H2 in Biology, Chemistry and Mathematics, 1H1 in Economics

CHUNG CHENG HIGH SCHOOL (MAIN) 2014 - 2017

GCE 'O' Level

- Biology, Chemistry, Elementary Mathematics, Additional Mathematics Pure Literature, Combined Humanities (Social Studies and History)

EXPERIENCE

SATS PTE LTD. - 20 Airport Blvd., Singapore 819659 2022 - 2023

Intern, Talent Acquisition & Resource Planning (TARP)

- Designed a mockup of SATS's career website with proposed changes for a more intuitive user interface, and to promote the recruitment process of SATS
- Organized the planning of recruitment events such as walk-in interviews and career fairs
- Managed SATS's participation in internship programmes, work-study programmes etc. by coordinating interviews and following up closely on the pre-onboarding duties as required
- Researched companies' joining bonuses to ensure SATS's joining bonus is within the market rate
- Compiled and summarised important information from recruiting agencies Service Level Agreements for future reference
- Supported SAT's full recruitment process, and administrative duties i.e. payment related matters
- In-charge of weekly or ad-hoc recruitment reporting where liaised with and managed external parties such as government agencies/recruitment agencies.

SINGAPORE MANAGEMENT UNIVERSITY - 81 Victoria St, Singapore 188065 2022 - 2022

Teaching Assistant (PSY204) (2022 - 2022)

- Executed administrative work relating to student projects by setting up folders for students to submit online, responding to students' questions and providing students guidelines on the project
- Arranged and conducted initial student consultations
- Partnered with instructor in preparatory work, including topical search
- Accelerated online discussions
- Acted as a first point-of-contact for students via email
- Accounted for students' attendance and count responses for class participation
- Marked assignment's objective questions
- Verified assignment grades (e.g. producing and inspecting excel spreadsheet)

Teaching Assistant (COR2217) (2022 - 2022)

- Executed administrative work relating to student projects by setting up folders for students to submit online, responding to students' questions and providing students guidelines on the project
- Arranged and directed initial student consultations
- Accelerated online discussions
- Acted as the first point of contact for students via email
- Accounted for students' attendance and count responses for class participation
- Verified CA grades (e.g. producing and checking excel spreadsheet)

SCHLUMBERGER - 7 Benoi Crescent 2022 - 2022

Human Resource Intern

- Led and supervised a project - revamped existing Excel template and created a PowerBI dashboard to be used by the partner recruiting agency to present its service quality to Schlumberger
- Organised and planned an HR Team Building Event by liaising with external companies and coordinating with the relevant parties involved
- Updated and maintained the applicant tracking system and recruiting files to support future activity
- Coordinated institutions' visits to Schlumberger
- In charge of coordinating with managers regarding the posting of job offerings on career websites

SINGAPORE MANAGEMENT UNIVERSITY - 81 Victoria St, Singapore 188065 2022 - 2022

Teaching Assistant (COR2217)

- Executed administrative work relating to student projects by setting up folders for students to submit online, responding to students' questions and providing students guidelines on the project
- Arranged and conducted initial student consultations
- Facilitated online discussions
- Acted as the first point of contact for students via email
- Accounted for students' attendance and count responses for class participation
- Verified CA grades (e.g. producing and checking excel spreadsheet)

CO-CURRICULAR ACTIVITIES

- Facilitator: Freshmen Orientation for SMU SOSS in 2021
- Community service: member of SMU Caretalyt from 2020 onwards
- Facilitator: Freshmen Orientation for TJC in 2019
- Bowling: awarded Singapore Sports Council Colours Award in 2018
- Guzheng: represented Chung Cheng High School (Main) by participating in 2015 and 2017 SYF
- Student Councillor: guaranteed several responsibilities from 2015 to 2017 such as, managing various major school events

SKILLS & INTERESTS

- Language fluency: English (native), Chinese (native)
- Soft Skills: Willingness to learn, Adaptability, Open-minded, Creative
- Hard Skills: Microsoft Word, Microsoft Powerpoint, Power BI, Canva
- Interests: Reading, Bowling, Cycling, Playing the Guzheng

COMMUNITY SERVICE

SMU CARETAYLST

81 Victoria St, Singapore 188065

Volunteer for Project Illuminate

2021 - 2021

- Commenced the planning of a weekly session for the beneficiary
- Organized the finale for the beneficiary within the group

PEOPLE'S ACTION PARTY

No. 15 Lor K Telok Kurau Singapore 425611

Community Volunteer

2014 - Present

- Conduct and transcribe interviews with residents
- Drafting of letters to reach out to relevant parties

SMU CARETAYLST

81 Victoria St, Singapore 188065

Volunteer for Project Ai

2020 - 2020

- Commenced the planning of a weekly session for the beneficiary
- Organized the finale for the beneficiary within the group - prepared and facilitated the activities for the participants

TEMASEK OVERSEAS OUTREACH PROGRAMME (TOOP)

edok S Rd, Singapore 469278 & Ben Tré, Vietnam

Committee Member

2017 - 2019

- Organised and facilitated several fundraisers in school, such as selling cold drinks to students during Sports Day, and selling metal straws to raise environmental awareness
- Undertook the planning of Science lessons to be carried out in a Vietnamese school
- Took part in construction work of a new school in Ben Tré, Vietnam

FOOD BANK SINGAPORE

218 Pandan Loop, Level 3, Singapore 128408

Student Volunteer

2018 - 2018

- Delivered food items to respective locations

WILLING HEARTS

11 Jalan Ubi Blk 6 #01-51 409074

Community Volunteer

2018 - 2018

- Managed doorstep delivery of food

ACHIEVEMENTS

- Awards: Edusave Scholarship (2014,2015), Edusave Merit Bursary (2016), Certification of Recognition from People's Committee of Xiong Trom District (2018), Outstanding Values-in-Action from Temasek Junior College (2019), Aljunied Study Grant (2022), SMU Alumni Community Fund Bursary (2022)
- Top Student for History and Literature in English (2015)