**Chia Yuan Yu Alicia**

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**education**

**Singapore Management University (SMU) 2020 - Present**

Bachelor of Social Science (Major in Psychology & Organisational Behaviour and Human Resource)

**Singapore Polytechnic 2017 - 2020**

Diploma in Financial Informatics

Diploma-Plus in Applied Psychology

**skills & interests**

**Technical Skills**

* Microsoft Application (Intermediate)
* Data analysis (R programming & Python)
* Research
* Planning & Execution of Events

**experience**

**Ministry of social and family development** - Singapore **Dec 2022 – Feb 2023**

**Child Protective Service Investigation Intern**

* Assist Child Protective Officers in carrying out social investigation into child abuse cases
* Support in interviews of clients referred to CPS, case conferences and conduct home visits

**SHINE children & youth services** - Singapore **May 2022 – Aug 2022**

**Youth Mental Health Support Intern**

* Support in providing basic emotional support to youths
* Support in curating and delivering outreach and engagement activities and programmes
* Assist in youth mental health screening sessions and drafting reports

**SMU Academy** - Singapore **2021 – Sep 2022**

**Part-time Student Assistant**

* Administrating of programmes
* Generating evaluation report
* Setting up and running of classes

**Government investment operation** - Singapore **2019 - 2019**

**Industrial Attachment Trainee**

* Directed 3 UAT on new database, documented result and submitted it to IT support team
* Partnered with mentor to manage operation non-routine requests from business to review, improve existing workflows and enhanced efficiency
* Teamed with 5 members to review and update documents for workflow and errors for future reference and increase efficiency for next hire

**community service**

**youth corps singapore** - Singapore **2022 - Present**

**Events Team Member (Awareness)**

* Raise awareness about mental health among youth

**Community Peer Supporter**

* Advocate for mental wellness among youths
* Volunteer for Project Re:ground @ Dungeon sessions providing support to youths

**Events Team Exco (Awareness)**

* Planning and execution of augural MHC Explores series
* Raise awareness about mental health among youth

**shine children & youth services** - Singapore **2022 - Present**

**Mental Health Supporter (ResiL!ence Team)**

* Sit in for mental health screening sessions for youth and preparing case documentation

**Ad Hoc Qualitative Reading Inventory (QRI) Assessor (Educational Psychology Services)**

* Serving Reading Odyssey programme by assessing children reading and comprehension skills

**SMU (project edith)** - Singapore **2022 - 2022**

**Student Volunteer**

* Served weaker lower primary school children, strengthening their foundation in English by creating engaging educational materials that are adapted to their needs

**Uni-y** - Singapore **2021 - 2021**

**Volunteer Management, Finance & Sponsorship Director**

* Maintained member database and processed new membership sign-ups
* Planned and implemented yearly key cross-department programmes and ensure turn up rate attain 80% compared to the past year turn up rate
* Supervised various department directors spending, assure it is within budget and at least 92% spent

**YMCA** - Singapore **2021 - 2021**

**Student Volunteer**

* Served for YEP-GO Vietnam to teach conversational English to youths in Vietnam
* Served for Y-Craft it! to engage with underprivilege children through arts and crafts

**YMCA** - Singapore **2017 - 2017**

**Student Volunteer**

* Served for Y Makan Fellowship event to accompany and engage the elderly with simple games
* Volunteered for a learning journey designed for special needs children

**achievements**

Fung Scholar - 2023

Director's Honour Roll for Course (DFI) - 2020

Edusave Skills Award - 2020

Edusave Merit Bursary award - 2018-2020

Industry Preparation for Pre-graduate (iPrep) – 2018