

Ng Hok Shan Matthew

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Nationality: Singaporean

Period of Availability: April - August 2019



ACADEMIC QUALIFICATIONS

Singapore Management University

Aug 2017 to Present

Candidate for Bachelor of Social Sciences (Psychology)

With a second major in Corporate Communications

- Cumulative GPA: 3.49 / 4.00 (i.e. with Distinction)
- Expected date of graduation: April 2021

Serangoon Junior College

Jan 2013 to Dec 2014

GCE "A" Levels

Subjects Offered:

- | | |
|-------------------------|---|
| - H2 Geography | A |
| - H2 English Literature | B |
| - H2 Economics | B |
| - H1 Mathematics | C |
| - General Paper | B |
| - Project Work | A |

Maris Stella High School

Jan 2010 to Dec 2013

GCE "O" Levels

Subjects Offered:

- English Language
- Chinese
- Elementary Mathematics
- Additional Mathematics
- Pure Biology
- Combined Physics/Chemistry
- Combined Geography/Social Studies
- Music

WORK EXPERIENCE

Singapore Management University
Research Assistant (Psychology)

Jan 2019 to Present

- Administered, planned and executed research studies for participants in the Psychology faculty at the Singapore Management University
- Conducted research in the area of Individual Susceptibility to Stereotype Threats and Business Cognition and Identities
- Assisted in coming up with preliminary findings through processing and analysing research data using the SPSS Program

Geriatric Education and Research Institute
Research Intern (Psychology)

Apr 2019 to Aug 2019

- Assisted the Education Department in carrying out both qualitative and quantitative research
- Developed skills in statistical analysis tools, qualitative coding, interview methods and transcribing
- Attended and participated in weekly research meetings with the entire Education and Research departments on research developments and findings

Changi Travel Services Pte Ltd
Editorial Intern

Jan 2017 to Mar 2017

- Heavily involved in writing marketing excerpts for travel products and services offered by the company
- Planned and wrote regular feature articles on the company's travel themed blog, "Happenings"
- Supported the marketing department in search engine optimisation for their products and services on their website

COMMUNITY SERVICE

Kidleidoscope 2018
Facilitator

June to August 2018

- Conducted volunteering sessions involving arts and crafts for freshmen to engage the beneficiaries
- Facilitated the annual Kidleidoscope community service camp, leading a group of freshmen to do related activities and games
- Heavily involved with the combined CSP Finale held on SMU's Campus Green

Kidleidoscope 2017**June to August 2017***Participant*

- Engaged beneficiaries on a weekly basis through arts and crafts to inculcate values and morals
- Participated in the annual Kidleidoscope Community Service Camp
- Tasked with managing the flow of participants and people during the annual Kidleidoscope finale held at City Square Mall

CO-CURRICULAR ACTIVITIES

MSSH Swim Team**Jan 2009 to Dec 2012***Captain*

- In charge of organising trainings and motivating the team during swim meets
- Finished top 20 in 100m/200m Freestyle and top 8 in the 4x50m Freestyle and Medley relays at the Milo Inter-school Championships

SRJC Ultimate**Jan 2013 to Dec 2014***Team Manager / EXCO*

- Main founder of a developmental team in Singapore, in charge of coaching, designing and executing training programmes
- In charge of marketing, planning and executing selections for the next batch of incoming students of 2014

SMU Ultimate**Jan 2013 to Present***Member*

- Attended weekly trainings as well as events such as Vivace 2018 in order to promote the club
- Represented SMU at the Singapore University Games (SUNIG), Placing 5th and 4th in 2017 and 2018 respectively

SMUX XSEED**Sep 2018 to Dec 2018***Expedition OIC*

- Led the trip planning committee to organise the annual SMUX XSEED Winter Expedition to the Philippines
- Oversaw the entire trip to ensure that participants and activities were safe, and the events flowed according to plan
- Liaised heavily with the Office of Student Life as well as the SMU XEED committee

SMU Barworks**Jan 2019 – Dec 2019***Marketing Director*

- Tasked with the responsibilities of executing a new phase of marketing strategies and campaigns to invigorate the club, attract and retain members
- Managed the club's communications channels and social media
- Creating innovative and insightful digital marketing collaterals for a year-long campaign using Adobe Photoshop CC and other media editing tools

EXTERNAL ACTIVITIES

Casual Pros Ultimate**Dec 2016 to Present***Founder/Player-Coach*

- Main founder of a developmental team in Singapore, in charge of coaching, designing and executing training programmes
- The team's philosophy was to give amateur players an opportunity to experience competitive training
- Led the team to participate in local developmental tournaments placing in the top 16 in the 2017 and 2018 editions of the Rascals Developmental Tournament

Hardcore Ultimate**Aug 2017 to Present***Member*

- Joined one of only 2 pure men's Ultimate Frisbee clubs in Singapore
- Represented the club at Gendermah 2018, and Grizzly Open Championships 2019 finishing in 8th place and 5th place respectively

IT & LANGUAGE PROFICIENCIES

- Proficient in Adobe Photoshop CC, SPSS Statistics and Qualtrics
- Proficient in English, Mandarin and conversational Italian

OTHER HOBBIES

ABRSM Piano Grade 8

Jan 2008 – June 2013

Aikido (Black Belt)

Jan 2002 – August 2010

Kayaking (3 Star Certification)

July 2013 – August 2013