

ONG SHI YING, JOLENE

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY Aug 2020 – May 2024

Bachelor of Social Science

- Double Major: Psychology and Sociology

TEMASEK POLYTECHNIC Apr 2017 – Apr 2020

Diploma (with Merit) in Law and Management

- Law Society of Singapore Bronze Award
- Diploma Plus in Psychology

EXPERIENCE

NATIONAL POLICE CADET CORPS Mar 2020 – July 2020

Human Resource Intern

- Conducted a re-organisation of volunteers and officers' nominal roll
- Aided in day-to-day administrative matters

LEGAL AID BUREAU Sep 2019 – Nov 2019

Legal Executive Intern

- Drafted legal documents for cases relating to family law, law of tort, and criminal law
- Managed and communicated with applicants through phone calls
- Helped in translations from Mandarin to English during Duty Officer sessions with Legal Officers

STATE COURTS SINGAPORE Jan 2019 – Apr 2019

Student Research Analyst Programme Volunteer

- Drafted case summaries for criminal law matters

CO-CURRICULAR ACTIVITIES

LAKESIDE FAMILY SERVICES May 2022 - Present

Buddy Reading Programme

- Weekly 1-to-1 buddy reading sessions with Primary one and two children
- Developed communication skills through interactions with the organisation's staff and the Primary School children

SMU CIVIL DEFENCE LIONHEARTERS

Member

- Attained the Certificate of Completion for Standard First Aid (with CPR+AED) Aug 2021 - Present

SMU UNI-Y

Apr 2021 – Jul 2021

Volunteer

- Participated in a community service project organised by SMU Uni-Y, titled 'Project Craft It!' as a volunteer

SMU TAEKWONDO

Aug 2020 – Present

Member

- Tan Tee Chee & Tsan Kah Ngooh Excellence in Student Life Silver Award (Sports) 2021

NATIONAL POLICE CADET CORPS

Jun 2017 – July 2022

Cadet Inspector

- Supported Teacher Officers in developing and nurturing cadets in Hua Yi Secondary School
- Mentored cadet leaders in terms of leadership and content delivery skills

NATIONAL POLICE CADET CORPS

Mar 2019 – Dec 2020

Cadet Inspector Instructor

- Aided in developing and inducting Cadet Inspectors from 96th, 97th, and 98th Cadet Inspector Basic Training Courses

SKILLS AND INTERESTS

- Areas of Interest in Psychology: Social Psychology, Personality Psychology, Counselling, and Sports Psychology
- Language Fluency: Effectively bilingual in English and Mandarin (Spoken and Written)
- Computer Programs: Microsoft Office (Word, PowerPoint, Excel), Social Media platforms (Instagram, Facebook, Telegram), Basic R