

HARLEEN KAUR

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EDUCATION

SINGAPORE MANAGEMENT UNIVERSITY

Aug 2019 - Aug 2022

Bachelor of Social Science

TEMASEK POLYTECHNIC

Apr 2017 - Apr 2019

Diploma in Gerontological Management Studies

- GPA: 3.84/4.00
- Diploma with Merit
- TOUCH Community Services Course Bronze Medal
- Director's List (Freshman)
- Director's List (Junior)
- SINDA Excellence Awards
- Edusave Certificate of Academic Achievement

EXPERIENCE

SILVER GENERATION OFFICE

Sep 2018 - Dec 2018

Intern

- Conducted door-to-door house visits to explain various government schemes; shared relevant activities; helped to apply for any assistance required
- Carried out follow-ups to provide additional support for elderly
- Collaborated with the Community Network for Seniors team members to link up seniors to relevant health and social services
- Trained new volunteers on how to personalise and explain schemes
- Entered data of the Post Engagement Form into organisation database
- Visited Feiyue Senior Activity Centre and St. Luke Eldercare to interact with seniors and learn about programmes offered
- Presented research findings about loneliness and older adults to programme manager

ABC LAB

Apr 2021 - Aug 2021

Research Assistant

- Keying in data in Qualtrics and suggest ideas to the project head

CO-CURRICULAR ACTIVITIES

VOLUNTEER, HEARTWARE NETWORK

Apr 2018 - Jul 2018

- Befriended elderly
- Executed qualitative and quantitative interviews to assess seniors' well-being
- Develop an interactive exercise mat to improve the seniors' physical, social, emotional and mental well-being
- Conducted an experimental study to find the effectiveness of the mat in improving the seniors' well-being in these domains

- Interacted and taught seniors and SAF instructors about MINDWorks which is a brain-training app

SKILLS & INTERESTS

- Soft Skills: Leadership, Problem solving, Programme Management, Active listener, Meticulous
- Software Skills: Microsoft Word, Microsoft Powerpoint, Microsoft Excel (Basic), Qualtrics (Basic)
- Language Fluency: English, Mandarin (Basic), Hindi (Basic), Punjabi (Basic), French (Basic), Spanish (Basic)