

<b>EDUCATION</b>	<b>UNIVERSITY OF CALIFORNIA, BERKELEY</b> Bachelor of Science in Environmental Economics and Policy, Cum. GPA: 3.3  <b>PASADENA CITY COLLEGE</b> Associate of Arts in Natural Sciences, Cumulative GPA: 3.87 Honors: Dean's List (All semesters), Administrative Honors	Expected Graduation: May 2020  June 2017
<b>SKILLS</b>	<b>Technical:</b> Python, Excel, R, Stata, SQL, HTML, CSS, Google Analytics <b>Software:</b> Photoshop, Atlassian Confluence, Lightroom, Google Suite, Oracle Peoplesoft HCM <b>Language:</b> Fluent in written and conversational Chinese (Mandarin), basic proficiency in Malay & Japanese	
<b>PROJECT EXPERIENCE</b>	<i>Targeting Nutrition Deficiency in Tanzania</i> [ENVECON 153] <b>Project Manager &amp; Data Analyst</b> <ul style="list-style-type: none"> <li>Computed nutrition outcome of Tanzanian population using household expenditure dataset</li> <li>Analysed findings from data analysis, projected trends and nutritional inadequacies from dataset</li> <li>Derived demand and nutrient systems using household food expenditure and nutrition datasets</li> <li>Devised government policy targeting nutritional deficiency in Tanzanian villages using research findings</li> </ul> <i>Yelp Maps Project</i> [COMPSCI 61A] <b>Project Co-Lead</b> <ul style="list-style-type: none"> <li>Developed a <i>Voronoi</i> diagram of Berkeley restaurants' Yelp ratings using Yelp Inc.'s academic dataset</li> <li>Implemented data abstraction to represent a restaurant with its corresponding features and used <i>k-means</i> algorithm to group data points into clusters by determining their center positions</li> <li>Computed predicted ratings using least-squares linear regression based on users' existing restaurant ratings</li> </ul>	
<b>WORK EXPERIENCE</b>	<i>UC Berkeley Human Resources (Professional Schools Region)</i> <b>HR Assistant</b> April 2019 – August 2019 <ul style="list-style-type: none"> <li>Conducted entry, update and audit of 12,000 student, staff &amp; faculty employee records using Berkeley's HCM software (Oracle Peoplesoft)</li> <li>Processed and resolved HR case tickets; assisting HR Business Partners with clients' requests and concerns</li> <li>Ensured clients' hiring requests are in accordance with campus HR policy and California State Law</li> </ul> <i>UC Berkeley Klesis Undergraduate Christian Fellowship</i> <b>Digital Marketing Intern</b> January 2019 – May 2019 <ul style="list-style-type: none"> <li>Conducted troubleshooting and analysed issues impacting user experience for around 600 weekly visitors</li> <li>Generated engaging and relevant content for website to increase website traffic, resulting in a 45% increase in users since project implementation</li> <li>Analysed user engagement trend and traffic flow using Google Analytics for project strategies evaluation</li> </ul> <i>UC Berkeley UCPATH (Payroll, Academic Personnel, Timekeeping &amp; HR) Project Team</i> <b>Communications Assistant</b> April 2018 – July 2018 <ul style="list-style-type: none"> <li>Communicated complex technical and business processes changes to 31,000 UC Berkeley employees, managers and stakeholders regarding rollout of the new HR HCM software, Oracle Peoplesoft</li> <li>Developed team collaboration platform for 20 team members and improved internal communication using Atlassian Confluence, HTML and CSS</li> <li>Collaborated with business, functional and technical teams to create infographics and synthesise information on various communication platforms (Confluence Spaces &amp; <a href="#">UCPATH Berkeley website</a>)</li> </ul>	
<b>LEADERSHIP EXPERIENCE</b>	<i>Malaysian Student Association at UC Berkeley</i> <b>Secretary</b> April 2018 – May 2019 <ul style="list-style-type: none"> <li>Analysed core issues for past years' events and consider members' feedbacks and insights for future event planning to improve quality of events and address members' concerns</li> <li>Coordinate with the executive committee to plan and execute bi-weekly events to improve interpersonal relationships of members and provide academic, housing and career advice for underclassmen</li> </ul> <i>National Assembly of Malaysian Students in America (NAMSA)</i> <b>Programs &amp; Strategies Department Officer</b> February 2017 – April 2018 <ul style="list-style-type: none"> <li>Planned and executed professional development activities such as career webinars and entrepreneurship summits for 1,500 Malaysian students thru collaboration with MoneyLion &amp; Boston Consulting Group</li> <li>Managed event publicity for US-X entrepreneurship summit and successfully boosted participation rate by more than 50%, from 150 to more than 300 participants</li> </ul>	