

# Venus Siao Jiah Ernn

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## Career Objective

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, leverage my learnings and contribute to the organization's growth.

## Education

### **BACHELOR OF ARTS IN CHINESE | AUG 2022 – CURRENT | NANYANG TECHNOLOGICAL UNIVERSITY**

- Enterprise Singapore Global Executive Scholarship Local Recipient (Awarded before graduation from Ngee Ann Polytechnic)

### **DIPLOMA IN CHINESE STUDIES | APR 2019 – MAY 2022 | Ngee ANN POLYTECHNIC**

- Business Specialisation
- Cumulative GPA of 3.72
- Best Performance awards for topping the cohort for 5 modules (Fundamentals of Translation, Introduction to Chinese Cultural History, General History of China, IT Applications and Folklore and the Arts)
- Level 1 April Semester Second Prize Recipient
- Edusave Certificate of Academic Achievement Recipient (Years 1-2)
- Annie Tan Awards Level 1 Outstanding Award Recipient
- Tan Sri (Dr) Tan Chin Tuan Scholarship Recipient (Years 2-3)

### **GCE 'A' LEVELS | FEB 2016 – OCT 2017 | JURONG JUNIOR COLLEGE**

- Received EAGLES Award in 2017 for service to Student Council
- Received College Service Award in 2017 for service to Student Council

### **GCE 'O' LEVELS | JAN 2012 – OCT 2015 | NAN HUA HIGH SCHOOL**

- Attained NYAA Silver Award in 2015

## Work Experience

### **PROGRAM INTERN UNDER GLOBAL ENTREPRENEURIAL INTERNSHIP PROGRAMME (GEIP) | SEP 2021 – FEB 2022 | CHINACCELERATOR (SHANGHAI)**

- Data migration and cleaning
- Vetting of translated event brochures and scripts
- Event moderation
- Updating company websites

**CUSTOMER SERVICE STAFF | FEB 2019 – MAR 2019, SEP 2020 – SEP 2020, MAR 2021 – MAR 2021, MAR 2022 – JUNE 2022 | CENTRAL PROVIDENT FUND BOARD**

- Basic sorting and issuing queue numbers
- Attend to members of the public at Service Centre
- Answer basic enquiries

**SENIOR ASSISTANT ANALYST | 27 AUG 2018 – 4 JAN 2019 | PUBLIC SERVICE DIVISION, PRIME MINISTER'S OFFICE**

- Facilitate collection of Manpower surveys
- Processing reports using HR system
- Coordinating training sessions
- Tending to department mailbox
- Extension of contract and promotion from previous job post

**ASSISTANT ANALYST | 5 FEB 2018 – 27 JUL 2018 | PUBLIC SERVICE DIVISION, PRIME MINISTER'S OFFICE**

- Facilitate collection of Manpower surveys
- Processing reports using HR system

**ADMINISTRATIVE ASSISTANT | 2 DEC 2015 – 18 DEC 2015 | SGS TESTING & CONTROL SERVICES PTE LTD**

- Processing and completion of orders
- Archiving of records

## **Activities & Accomplishments**

**ENTERPRISE SINGAPORE GLOBAL EXECUTIVE SCHOLARSHIP: LOCAL**

- Enterprise Singapore - Government agency championing enterprise development
- Fully funded local university studies
- Awarded in February 2022, before graduation from Ngee Ann Polytechnic

**SG TRANSLATE TOGETHER MOVEMENT**

- Citizen Translator (National Translation Committee Secretariat, Ministry of Communications and Information)
- Provide feedback and revised translations for public projects

**HUMANITIES AND SOCIAL SCIENCES OUTREACH TEAM**

- Introduce the school's diplomas to members of the public
- Secretary of Executive Committee
- Made several reforms to CCA Model and Focus
- Extended CCA Scope from school-directed to community-directed

**SINGAPORE RED CROSS FOODAID**

- Participated in SRC's FoodAid as a youth volunteer

- Delivered food vouchers to needy families and provide assistance on additional areas where assistance was required

### **GLOBAL ENTREPRENEURIAL INTERNSHIP PROGRAMME – GLOBAL STARTUP CHALLENGE**

- Pitched business startup ideas (Real Estate Platform and Group Travel Savings Platform) to Angel Investors
- Received Best Pitch Award
- Received Award for Most Innovative Idea Pitch
- Offered business funding from Prudential Singapore

### **SINGAPORE UNIVERSITY OF SOCIAL SCIENCES PIAGET IMPACT STARTUP CHALLENGE**

- Represented the university as one of the contestants
- Pitched an idea about carpark lot issues in Jakarta, was selected as one of the Top 15 ideas to enter preliminary round, made it into Top 9 and was given a chance to pitch in front of investors

## **Professional Skills**

<b>SKILL</b>	<b>PROFICIENCY</b>
Microsoft Office	Proficient
iMovie	Proficient
Pages	Proficient
Canva	Proficient
Wordpress	Proficient
Clickup	Proficient
Mailchimp	Proficient
Elementor	Proficient
Tableau Desktop Professional	Basic
English	Fluent
Chinese	Fluent
Hokkien	Proficient

## **Referrals**

Mr Yu Zhen	Ms Michelle Chia
Civics and Chemistry Teacher	Senior Assistant Analyst
Jurong Pioneer Junior College	Public Service Division, Prime Minister's Office