

CHARLENE TEO

HUMAN RESOURCE EXECUTIVE

About Me

Currently an Executive in the SIA-NUS Digital Aviation Corporate Laboratory with 1.5 years of experience in HR Business Partnering (Human Resource Executive), handling end-to-end processes such as recruitment, contract change, off-boarding and many more. Possess a Bachelor of Arts in Human Resource Management with Organisational Psychology from the Singapore Human Resource

contact



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EDUCATION

Bachelor of Arts in Human Resource Management with Organisational Psychology

Singapore Human Resource Institute (collaboration with Edinburgh Napier University)
2018 - 2019

Diploma in Aerospace Engineering

Temasek Polytechnic
2014 - 2017

SKILLS

Proficient in English and Chinese

Strong communication

Accuracy and attention to details

Organization and prioritization

Experience in Microsoft Office, SAP

Experience in Autodesk inventor, AUTOCAD

CERTIFICATION

National Youth Business Challenge / 2010-2011
Leader

Edusave Certificate of Academic Achievement / 2017
Top 10% in cohort in terms of improvement in academic performance and demonstrated good conduct

National Youth Achievement Award/ 2012
Bronze

professional experience

Oct 2020 – Current

Executive/ SIA-NUS Digital Aviation Corp Lab/ *National University of Singapore*

- Assisting and Supporting the Corp Lab Management Team and the Project Team in Research Support Activities
- Supporting the day-to-day operations of the Corp Lab. Responsibilities include Processing of Procurement, Hiring of Research Staff, Logistics, Administrative Arrangements for project team meetings, Managing Space and Facilities
- Liaison with Office of Finance and Research Admin Office
- Assisting and Supporting Communications and Events related to the Corp Lab
- Assisting in Monitoring Budget Utilization for the projects
- Assisting Researchers and PIs on their Queries relating to IT, submission of claims and many more

professional experience

- Mar 2019 – Sept 2020 HR Executive/ *National University of Singapore / Singapore*
- Handling end-to-end HR Recruitment process, on-boarding, off-boarding and contract change of approximately 130 Academic, Research and Adjunct Staff
 - Planning and organising of Campus Visits; handling approximately 15 visits in 2-3 months
 - Ensuring timely and accurate completion of Reimbursements
 - Handling of Promotion and Tenure cases and Mid-term Advisory Report
 - Assisting in Annual Review Exercise

- Oct 2016 – Feb 2017 INTERN / *ST Aerospace Engines / Singapore*
- Digitised hard to soft copy aircraft manual worksheets using the company's software ENVIS
 - Published Manual Worksheets to the shop floor for Engineers and Technicians
 - Re-organised and improved the Standard Operating Procedure in the department

CCA/Leadership Positions

- 2011 - 2012 Class Welfare Leader/ *Bartley Secondary School*
- 2012 - 2013 Welfare Leader/ Entrepreneur Club/ *Bartley Secondary School*
- 2014 - 2016 Sub-Committee Member/ Airborne Club/ *Temasek Polytechnic*

Community Involvement

- 2011 Childcare Graduation Concert / Puti Childcare Centre
- 2015 South East Asian Games (SEAG) / Student Facilitator
- 2020 Kwong Wai Shiu Hospital/ Community Volunteer