

# Ng Yan Ming

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Personal Portfolio: [www.ngyanming.com](http://www.ngyanming.com)

## Education

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### University of Michigan

Jan 2025 – Mar 2025

Web Development & Coding Specialization

### California Institute of the Arts

Sep 2024 – Dec 2024

UI/UX Design Specialization

### Nanyang Technological University, Singapore

Aug 2021 – Aug 2024

Bachelor of Business, Honours (Merit) With A Specialisation in Marketing

## Professional Experience

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### DFS Venture Singapore Pte Ltd.

May 2023 – Aug 2023

Systems Intern (Human Resources)

- Spearheaded functional and integration testing with a partner for a sales associate commission system, identifying and resolving 20+ bugs, which improved overall system functionality.
- Partnered with external vendors to troubleshoot and resolve system bugs, ensuring system integrity and seamless deployment.
- Contributed to user acceptance testing (UAT) for system deployment and ensuring on-time project delivery.

### Earthlink, Nanyang Technological University

Aug 2022 – May 2023

Events Executive

- Spearheaded interactive gardening workshops that engaged 50+ students, increasing awareness of food security and sustainability initiatives on campus.
- Negotiated with external vendors to secure a 47% cost reduction for urban farm tours, saving \$350 and enabling broader student participation.

### Evonik (SEA) Pte Ltd.

May 2022 – Aug 2022

Human Resources Intern (Compensation & Benefits)

- Developed an automated model for employee service date calculations, reducing manual errors and saving productivity hours.
- Streamlined data management for employee insurance coverage, ensuring 100% accuracy in cost allocation across all the cost centres.
- Analysed quantitative and qualitative employee survey data and utilization rates, delivering research reports with actionable insights that led to an increase in flexi-benefit program engagement.
- Conducted in-depth market research, providing recommendations that optimized rates for Evonik's foreign employment scheme, resulting in a 12% cost reduction.

## **Skills**

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**Strategic:** Multi-Disciplinary Critical Thinking, Cross-Functional Collaboration, Project Management, Data Analysis

**Technical:** Microsoft Office (Excel, Word, PowerPoint), Google Trends, Google Analytics, Google Search Console, Visual Studio Code (HTML5, CSS3, JavaScript)

**Design:** Figma, Canva, Wireframing, Mood Board, Information Architecture, Prototyping, Web Design

**Language:** English, Mandarin Chinese (普通话/华语)