

Particulars

Name: Teo Ting Wei

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Education

Concord Primary School (2005 – 2010)

- Completed Primary School Leaving Examination (PSLE) in 2010

Unity Secondary School (2011 – 2014)

- Completed GCE O 'Levels in 2014
- CCA Leader from 2013 – 2014 in LEO Club
- Participated in Math Tutoring in Unity Primary School from 2011 – 2012

Jurong Junior College (2015 - 2016)

- Completed GCE A 'Levels in 2016
- CCA Leader from 2015 – 2016 in JJ Enterprise
- Participated in URA Cube Challenge 2015: an event bringing together selected students to engage in urban fieldwork and designing of urban settlements as well as proposal making in the architecture and engineering field

Nanyang Technological University (2019 – 2023)

- Completed Bachelor of Social Sciences (Sociology) with a Minor in Gender & Diversity
- Completed Undergraduate Research Experience on Campus (URECA) in 2020 - 2021 on “Exploring Censorship in Singapore”
 - Project involved qualitative analysis of media content in Singapore and secondary data on the issue of censorship in Singapore’s media

- Completed Final-Year/Graduation Project (FYP/GP) on “*Pride in Competitive Play*”: Analyzing LGBTQ+ Inclusivity in eSports through the Incorporation of the Pride Movement in Games
 - Project involved qualitative research through a mix of interviews with both heterosexual & non-heterosexual gamers and qualitative analysis of video game content

Working Experience

Jurong West Public Library (Nov 2014 – Jan 2015)

- Worked part time as a library assistant with duties such as shelving, shelf-reading and other administrative responsibilities
- Left to start tertiary education

Eu Yan Sheng (Jan 2017)

- Worked freelance to assist in warehouse packing of goods and other ad-hoc duties
- Left due to enlistment

Republic Polytechnic (Apr – Jun 2019)

- Temp Admin for Office of Finance
- Data entry and processing of student financial schemes application forms and documents
- Calling up of students and parents with regards to financial assistance and other administrative responsibilities

Nanyang Education Consultancy (Aug – Dec 2019)

- Worked as both part-time admin/coordinator for tuition centre and tutor
- Part-time admin/coordinator involved managing payment and counter service to parents and preparing materials for tutors
- Part-time tutor for K2-P1 English cum Creative Writing

Nanyang Technological University (Jan 2020 – Apr 2023)

- Part Time Student Assistant in Student Services Centre, One-Stop Office, and Yunnan Corner
- Main taskings involve answering of phone calls, directing of students, temperature taking, counter service and ad-hoc responsibilities assigned

Singapore University of Social Sciences (Dec 2020 – Jan 2021)

- Temp Student Support Officer for Course offer peak
- Main taskings involve addressing student's email and call enquiries regarding Course offer, call-log entry and other ad-hoc responsibilities assigned
- Liaising with other departments (Student Records, Finance, Academics) to assist students with their Course Fee Payment

Internships

Singapore Council of Women's Organisations (SCWO) (Aug 2023 – Mar 2024)

- Research & International Relations (RIR) Intern for SCWO
- Main research taskings involve assisting with qualitative data analysis and editing for SCWO's Research Report – *'Tomorrow's New Old: Singapore's Future Cohort of Ageing*, Membership and Perception surveys, and note-takings for meetings, visits & dialogue sessions and visits (i.e. Pre-Budget Dialogue 2024 with Minister Indranee Rajah, A Dialogue on Workplace Fairness, SCOW's Shadow Report for CEDAW)
- Main international relations taskings involve assisting with logistics (i.e. refreshments) and setup for visits from international visitors and/or delegates to SCWO
- Other ad-hoc taskings involve assisting with event planning for SCWO's *Summit for Action on Gender Equality 2024*, assisting with fundraising efforts in SCWO's New2U Thrift Shop, and assisting with promotional materials for SCWO's *Heritage Walk: Walking in the Footsteps of our Foremothers*

External Voluntary Work

Standard Chartered Marathon (Dec 2015)

- Volunteered as Welfare Assistant with duties involving directing other volunteers to their respective venues and maintenance of the necessary equipments for the event

Young Women's Christian Association [YWCA] (Feb - Mar 2019)

- Sustenance for Families: assisted in the packing of dry rations and necessities (rice, canned food and diapers etc.) for lower-income families
- Empowering Mums: assisted in child-minding and attending to children aged 4 months to 4 years whilst mothers attended upgrading courses or lessons

National Service (2017-2019)

- Infantry Trooper in 2nd Singapore Infantry Regiment (BRAVO Company)