

Oh Hui Si (Ms)

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Education

Singapore Management University (PhD in psychology candidate)	Aug 2016- present
Singapore Management University (Bachelor of Social Science Psychology, Organizational Behavior & HR) Dean List AY2014/2015	Aug 2012- Jul 2016
Pioneer Junior College (GCE A'level)	Jan 2010- Dec 2011
Woodlands Ring Secondary School (GCE O'level)	Jan 2006- Dec 2009

Work Experience

Research Assistant at Singapore Management University Apr 2014- Apr 2016

Team Creativity Project with Researchers, Dr Guihyun Park and Dr Beng Chong Lim

- Conducted lab experiments on group processes and personality with NTU and SMU students in psychology lab
- Transcribed and coded the videos into excel for researchers to analyze

Team Trust Project with Researcher, Dr Guihyun Park

- Coded data collected from experiments into friendly formats for researchers to analyze the results easily which were published in psychological journals

Team Personality Meta-analysis with Researcher, Dr Guihyun Park

- Conducted a psychological literature review on group processes from reliable and reputable academic sources

Simply fun study with Researcher, Dr Hwajin Yang and Ze Ling Nai

- Conducted lab experiments on deception with SMU students in psychology lab
- Coded data collected into excel for further analysis by researchers

Summer Engagement and Leadership intern at Aon Hewitt May 2015- July 2015

- Sorted and analyzed engagement data collected from online engagement reporting site to tailor engagement solutions which helped client to resolve their engagement problems
- Researched on history of personality assessment and assisted a consultant in writing a white paper on Aon's leadership assessment tool- Adept 15
- Designed slides on leadership and assisted consultants in facilitating the presentation to clients

Human Resource executive at Swiber Pte Ltd June 2014-Aug 2014

- Performed E-profiling of employees' personal file which created the ease of retrieving important information and heightened work efficiency greatly in the workplace

Teaching Assistant at Singapore Management University Aug 2013- Dec 2013

- Guided juniors in their projects and assignments which facilitated their learning in Technology & World Change
- Entrusted with the responsibility to record juniors' class participation and attendance fairly, and reduced professor's administrative workload significantly

Sales associates at Watch Station International

May 2013- July 2013

- Welcomed and served every customers in a friendly manner, shared additional watch protection tips, and increased the number of returning customers and watch sales
- Worked excellent in teams and ensured that all customers were well-served, improving customer satisfaction greatly

Call Centre officer at Inland Revenue Authority of Singapore (IRAS)

Dec 2011- July 2012

- Delivered clear business tax advices, assisted in training and mentoring new call-centre staffs, and enhanced IRAS call center quality
- Volunteered for additional responsibilities during peak call seasons, and was among the top few callers in IRAS
- Recorded post call write-out in a well-organized and structured manner which boost efficiency in retrieving previous calls records

Relevant Coursework

Psychology Modules:

- Psychology Research Methods (1) & (2), Social psychology, Psychology of Group processes and decision making, and Industrial and organizational psychology

Management Modules:

- Analytical Skill, Business Government and Society, Introductory statistics, Management of people at work, Human Capital Management, Working and Performing in High Performance team

CCA/Community Service

Peer helper at Singapore Management University

Jan 2015 - present

- Planned and organized peer helper outreach activities with a team, and received overwhelming responses from SMU students.
- Engage students in meaningful discussion of counseling material learnt in class, which allowed students to develop better understanding towards the course material.
- Emceed and hosted the PH homecoming 2016 event, and the whole event was a resounding success

Member at SMU Rotaract

Jan 2014 - Apr 2014

- Volunteered to interact and engage seniors in a series of planned activities and our presence were well liked by seniors at SAC

Volunteer at SMU Challenge

May 2013 - July 2013

- Visited HDB residents for cash donations, encouraged NTUC shoppers to donate daily necessities, and collectively raised \$64,000 in cash donation and in-kind for Lion Befrienders' seniors
- Interacted and involved seniors in games activities to enrich their time, our efforts were successfully paid off

Volunteer for Food for Love project by YMCA

Jan 2013- May 2013

- Worked with fellow SMU friends to bake a variety of treats and delivered them personally to seniors and seniors felt great warmth and love from us

Active member at Pioneer Junior College's Eco Club

Jan 2010- Dec 2011

- Created creative products from recyclables, managed a booth to demonstrate such products during school's annual Eco fair, and received overwhelming responses
- Brainstormed for ideas for Suntec flora expo 2010, contributed to set up a winning entry (a flora waterdrop) which came in fifth in the flora competition

Committee Member and Leader at Woodlands Ring Secondary School library

Jan 2006- Dec 2009

- Guided and trained juniors in conducting research using National library's resources, and our team came in 2nd runner up at "Prove it" competition held by NLB
- Represented school library for numerous art competition organized by the school, and won many awards

Additional Information

- Effectively bilingual in English and Chinese, and proficient in Microsoft Word, Excel and Powerpoint, and SPSS
- Believe strongly in giving back to the community