

Ng Lei Kee (Janelle)

+65 9435 8080 | ngleikee@gmail.com | [linkedin.com/in/ngleikee/](https://www.linkedin.com/in/ngleikee/) | [behance.net/ngleikee](https://www.behance.net/ngleikee)

WORK EXPERIENCE

Sep 2022 – Aug 2023

Program Support Executive, Nanyang Technological University (NTU)

- Supported in evaluating and approving event proposals.
- Provided administrative and logistical support for programmes.
- Maintained event spaces for programmes.
- Collated data and statistics for effective tracking of participation.

Oct 2021 – Mar 2022

Outreach and Communications Associate, Singapore Cancer Society (SCS)

- Posted to SCS under National Youth Council YouthTech Trainee programme.
- Led youth outreach programmes and advocacy campaigns.
- Engaged and worked with relevant stakeholders to reach out to youths.
- Conducted activities, workshops, and events to engage and educate youths.
- Planned and executed media and content for campaigns and outreach.

Sep 2020 – Aug 2021

Digital Marketing and Design Intern, Barfood & Co Pte Ltd

- Generated a social media strategy for Essen @ The Pinnacle.
- Led various festive marketing campaigns.
- Conducted post-production editing and photoshoots.
- Designed for print, UI/UX and media.
- Created content for various social media platforms.

Apr 2021 – Jun 2021

Healthcare Assistant, Minmed Pte Ltd

- Undertook daily registration of patients for vaccination.
- Verify patient documentation and ensure eligibility for vaccination.
- Conduct pre-vaccination clinical assessments.
- Address any potential adverse reaction risks to vaccination.
- Provide patients with information and advice on any adverse reactions.

EDUCATION

2023 – 2026

BA(Hons) Design Communication, LASALLE College of the Arts

- Completed All Requirements: May 2026.

2018 – 2021

Diploma in Aviation Management and Services, Temasek Polytechnic

- cGPA: 3.46/4.00
- Student Ambassador

2013 – 2017

GCE 'O' Levels, Holy Innocents High School

- GCE 'O' Levels: 11
- GCE 'N' Levels: 8

AWARDS

2025

Certificate of Recognition, Crowbar Awards

- Branding: Corporate/ Branding Identity.

Singapore

2018

Certificate of Merit, UNSW School of Aviation

- Completion of Temasek Summer Camp Programme.

Sydney

2016

Edusave Scholarship, MOE

- Top 10% of students in cohort.

Singapore

2013, 2015, 2017

Edusave Scholarship, MOE

- Top 25% of students in cohort.

Singapore