

Russell Koo Wei Jie

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EDUCATION

Singapore Institute of Technology

- BEng (Hons) in Robotics Systems

Aug 2023 – Oct 2027

Nanyang Polytechnic

- Diploma in Robotics & Mechatronics

Apr 2018 – Mar 2021

ITE Collage West

- Nitec in Mechatronics

Jan 2016 - Dec 2017

WORK EXPERIENCE

1. Singapore Army – National Service

Jul 2021 – May 2023

- Supply Assistant in SAFWOS Leadership School
- Stand-in CQMS for 6-months
- Internal and external stock take exercises
- Managing unit's infrastructure/ barracks damage portfolio
- Liaising with the complex facilities management agents
- Taking on projects to improve the unit

2. Omni Mold – Internship

Sep 2020 – Nov 2020

- Using SAP system to assign a design flowchart
- Operating Laser Engraving
- Operating Wire-Cut Machine
- Testing material hardness with Hardness Testing Kit
- Building a step-by-step tutorial as a process engineer
- Improving the tracking system of work progress

3. Amazon (Warehouse) – Ambassador

Sep 2019 - Oct 2019

- Teaching the members of our operation
- Giving presentation on safety
- Making sure things were done in the correct way
- Yard Marshall
- Routing, Wrangling & Rebin
- Packing & Slamming

4. Bio-Globe Singapore – Business Executive

Dec 2018 - May 2019

- Spreading the awareness of importance of our product
- Marketing Skills
- Conversation Skills

5. Fair Price (NTUC) – Retail

Jan 2018 - Mar 2018

- Maintaining the shelf life
 - Stock taking
 - Ordering stocks
 - Helping with daily off-loading of items
 - Basic Admin
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PERSONAL PROFILE

- Ability to work independently and as a team
 - Willingness to learn
 - Meticulous
 - Dedicated with a positive attitude
 - Languages (written and spoken): English
 - Languages (spoken): Chinese
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OTHERS – Courses/ Seminars/ Workshops Attended

Leadership Programme

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|---|----------------|
| • Youth Expedition Programme | 17-29 Mar 2017 |
| • Student Organiser, Applied Studies Experience Programme | 02-04 Sep 2019 |
| • Robotics Interest Group (Secretary) | 2019 - 2020 |

Continuous Education

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| • Certificate of completion (Entrepreneurship) | Oct 2015 |
| • Certificate of completion (Theme Parks and Attraction) (RP) | 2015 |
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COMPUTER SKILLS

- Microsoft Office (Word, Excel and PowerPoint)
- Arduino Programming
- PLC Programming
- LabVIEW
- 3D CAD Modelling
- Autodesk Inventor
- SolidWorks Design Software
- Python
- C
- C++
- Autodesk Inventor
- Raspberry Pi
- Linux System

ELECTRONICS/ ELECTRICAL

- Digital Electronic
- Analog Electronic
- Soldering
- Electrical Fundamentals

- Pneumatics
- Electrical Installation
- Automation and Basic Robotics
- Electrical Principles and Circuits
- Electrical Machines

COMMUNICATION SKILLS

- Yew Tee National Day Observance Ceremony 2012
- Adventure Training Camp 2013
- CIP Trip to Vietnam 2013
- Visit Agarthans Shelter Children's Home 2014
- NYP Open House 2019
- SEG – Open House 2019
- NYP Open House 2020

ACHIEVEMENT/ AWARDS

- ITE Academic Top in Module Award (Electrical Installation) 2016
- ITE Certificate of Participation (NJRC) 2016
- ITE Excellence in Attendance and Conduct 2016 – 2017
- ITE Director's List for Academic 2016 – 2017
- ITE Certificate of Achievement (ACE Club) 2017
- ITE Certificate of Merit (NRC) 2017
- ITE Certificate of Merit (Mechatronics - Academic) 2017
- Tan Kah Kee Young Inventors' Award (Commendation – Senior Student Section) 2020/2021

OTHER SKILLS

- Basic First Aid
- Warehouse Stocktaking
- HSE Management (Mechanical)
- WSH in Construction sites (Absolute Kinetics Consultancy) 2020
- WSH in Metal Work (Wong Fong Academy) 2020
- Liaising with both externals and internal contractors/ vendors

INTERESTS

Driving, singing, watching movies, chill drinks & traveling.
