

Lim Jie Wen

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Dynamic and adaptable individual with a proven track record for learning on the go and being detail-oriented. Excels in problem-solving, teamwork, and critical thinking, with a commitment to continual improvement.

EXPERIENCE

Macoma, West Wyalong, NSW — WWOOFer

June 2024 - Present

- Self-motivated with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Passionate about learning and committed to continual improvement.
- Demonstrated respect, friendliness and willingness to help wherever needed.

Self-Employed, Kuala Lumpur — *Swimming Instructor*

AUG 2023 - MAY 2024

- Conducted thorough assessments of each swimmer's strengths and weaknesses, developing personalized lesson plans tailored to their individual needs and goals.
- Continuously brainstormed creative and innovative teaching methods to enhance the learning experience and improve swimming skills.
- Effectively broke down complex instructions into simple and actionable steps, enabling swimmers to progress at their own pace and build confidence.
- Achieved significant improvements in swimmer performance, successfully brought 1 swimmer up from the beginner to intermediate level.
- Successfully helped eight swimmers overcome their fear of the water, fostering a safe and supportive environment for their learning and growth.
- Maintained open and effective communication with parents or swimmers, providing regular updates on progress and achievements to keep them motivated and engaged.

SKILLS

Teamwork & Collaboration

Flexible & Adaptable

Critical Thinking

Problem-Solving

Attention to Detail

Customer Service

Active Listening

Programming (Dart, Python)

Microsoft Office Suite

LANGUAGES

English, Mandarin, Bahasa
Malaysia

Minerva University, Kuala Lumpur — *Alumni Ambassador*

FEB 2023 - MAY 2023

- Became the face of Minerva University at 2 EducationUSA fairs in Malaysia, effectively promoting the university's programs and attracting prospective students.
- Delivered engaging presentations to diverse audiences at 6 prestigious academic institutions, leveraging personal experience to communicate the value and benefits of Minerva's pedagogy to interested students.
- Established, renewed, and maintained positive relationships with 24 local school counselors, fostering strong partnerships and increasing awareness of Minerva University within the local populace.

Snovations Sdn Bhd, Kuala Lumpur — *Mobile Engineer*

SEP 2021 - NOV 2022

- Authored code fixes and enhancements, contributing to future code releases and patches, ensuring the continuous improvement and stability of software applications.
- Corrected, modified, and upgraded software to optimize performance, resulting in improved user experience and increased efficiency.
- Collaborated closely with the backend team to integrate and resolve bugs related to REST APIs, ensuring seamless functionality and smooth user interactions.
- Developed an in-house Flutter library to streamline social media logins (Facebook, Apple, Google).
- Mentored 2 programmers, assigning tasks and monitoring performance against targets, ensuring timely delivery of high-quality work.

Etctech Global Sdn Bhd, Kuala Lumpur — *Mobile App Developer*

DEC 2020 - SEP 2021

- Developed custom mobile applications using Flutter technologies, delivering innovative solutions that met with clients' requirements.
- Successfully developed and launched 6 applications, including GPROP, an apartment management app, which is still in use today.
- Conducted thorough testing and debugging of applications, ensuring high quality and resolving issues prior to final release.
- Provided regular progress reports to project clients, keeping them informed of project milestones and achievements.
- Offered dedicated support and timely issue resolution to clients following app launch, ensuring customer satisfaction and retention.
- Collaborated with in-house designers to create sleek and innovative

UI designs, enhancing the visual appeal and usability of the applications.

- Played a key role in setting up and streamlining the onboarding process for interns and new developers, facilitating their integration into the team and improving overall efficiency.

EP Plus Group, Remote — *Freelance RPA Developer*

OCT 2020 - DEC 2020

- Demonstrated ability to learn quickly by learning a new software (UIPath) from scratch in 3 days.
- Effectively automated the claims process, ensuring that the bot satisfied client needs.
- Provided briefing to the respective departments on how to operate the bot.
- Set in place a set of guidelines and best practices to ensure the bot operated as planned.

Minerva University, Berlin, Germany — *Global Oxygen Ambassador*

SEP 2019 - APR 2020

- Successfully reconstructed the university's wellness division website using WordPress..
- Actively held weekly agile meetings to set new goals and align progress with an intern.
- Successfully organized and carried out mental-health related activities every fortnight.

Gibraltar BSN Life Berhad, Kuala Lumpur — *Digital Marketing Intern*

JUN 2019 - AUG 2019

- Successfully designed and presented a new user flow for Gibraltar's existing i2u service to the board of committees.
- Authored technical documents for the e-Commerce platform (FRPs) for third-party vendors.
- Researched and developed improved insurance tools to more accurately determine customer's needs.
- Introduced and helped implement the agile methodology within the digital marketing division.

BioMark, Kuala Lumpur — *Marketing & Business Development Intern*

MAY 2018 - AUG 2018

- Successfully organized and set-up a booth at the iStar Health Expo to introduce the company's product in the Malaysian market.
- Reached out to medical doctors to gauge their interest in becoming a panel doctor for BioMark's services.

- Spearheaded & single-handedly maintained the customer service careline.

EDUCATION

Minerva University, San Francisco, USA — *Bachelor of Applied Science, Computer Science*

AUG 2016 - MAY 2020

Spent the first year equipping myself with 4 major skill sets offered by my alma mater: critical thinking, effective communication, creative thinking, & complex systems analysis.

Over the 4 years, I matured in my time management capabilities as I had to juggle with numerous assignments & activities every week.

In my final year, I wrote a paper that aimed to combat the growing food waste crisis in Malaysia. I also developed a basic app to showcase how I plan to combat this issue. This paper combined my learnings from psychology, philosophy, systems thinking, and software programming.

Methodist College Kuala Lumpur, Kuala Lumpur — *American Degree Transfer Program*

AUG 2014 - MAY 2016

- Historian, Student Council.
- Graduated with a CGPA of 3.78.

EXTRACURRICULARS

Student Council Historian — *Methodist College Kuala Lumpur*

APR 2015 - AUG 2015

- Maintained & cultivated the archive for all student council-led activities.
- Helped plan, organize, & execute the Midsummer Night's Dream (the college's annual large-scale student celebration). Was tasked with acquiring a food vendor for the event.

Chairperson, Teen Dharma Camp 15 — *Subang Jaya Buddhist Association*

JAN 2015 - AUG 2015

- Successfully led a team of 24 committees to plan, organize, & execute a 4-day-3-night camp for 64 participants.
- Successfully secured RM6,500 towards funding the camp through ticket sales and donations.

State Swimmer — *Selangor*

2010 - 2013

- Won multiple medals at the MSSS (State) & MSSM (National) competitions.
- Held a state record for the 50m breaststroke event in 2011.
- Qualified for the Malaysian Open for years 2011 to 2013.
- Selected to train under the state swimming team.