

WONG WEI JIE DERRICK



EDUCATION

National University of Singapore

- Bachelor of Arts with Merit
- Majoring in Political Science

Nanyang Junior College

- GCE 'A' Levels.

WORK EXPERIENCE

IEP School of Commercial Studies Pte Ltd

Business Development Executive

- Tasked with assisting the Sales and Marketing Director in developing new ways to promote the School, including the formulation of packages and promotions.
- Developing new educational programmes to attract different kinds of revenue.
- Working with student recruitment agents from Vietnam.
- Planning and attending overseas student recruitment seminars.
- Constructing proposals to bring in new external degree programmes, and meeting potential partner Universities.

Procedures Specialist

- Tasked with the overhaul of the School's entire management and operating procedures, to meet new regulatory requirements as set by the Council of Private Education.
- Assisting the Managing Director in the academic administration of the School, including conducting meetings for both the Academic and Examination Board of the School.

Other Work Experience

- Freelance English teacher at various schools, teaching foreign students from various nationalities.
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CO-CURRICULAR ACTIVITIES/ VOLUNTEER WORK

St. John Ambulance Brigade, Singapore

1998 to present

National Level Commitments: Heart2Heart 2010

- Organised the Brigade's 75th Anniversary fundraising cum outreach Campaign, "Heart2Heart", as Operations Head.
- Role as Operations Head included establishing contacts with various organisations such as schools, grassroots, and companies like IBM Singapore to support or sponsor the Campaign.
- Overseeing the various fundraising operations of the Campaign, including street sales; booth sales and individual collections.

Corps Overall in Charge (2010)

- Responsible for the overall management of the Corps, including liaising with teachers, the Principal, and the Headquarters.

Head of Training, Maris Stella High School Corps (2008 to end 2009)

- Responsible for the general training of the Corps, including the curriculum and syllabus of lessons taught, as well as the training standards of the Corps.
- Responsible for nurturing new batches of students and junior officers for leadership positions within the Corps.
- Supervising the various external first aid courses conducted for Teachers and other CCA groups.

Head of Operations (until end 2007)

- Responsible for the general operations of the Corps, including supervision of the logistics, administration, and public services departments.
 - Working closely with external organizations to provide first aid services to public events like the annual Geylang Serai Hari Raya Bazaar for Geylang Serai CC.
 - Conducting and supervising students and junior officers in various Corps to NHQ level projects and events; organizing events like camps; Corps Anniversaries; Zone Presentation Ceremonies; as well as community and fundraising events.
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