

Oh Jun Wei

Graduate Student at National University of Singapore

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Education

- Aug 2020 - Present** **National University of Singapore (NUS)**
Doctor of Philosophy (Department of Building)
- Aug 2016 - May 2020** **National University of Singapore (NUS)**
Bachelor of Project and Facilities Management (Honours)
- Cumulative Average Point 4.56/5.0 (Honours / Highest Distinction)
 - Awarded Dean's List (Top 5%) in Academic Year 2016/2017
- Aug 2018 - Dec 2018** **University of British Columbia (UBC)**
Student Exchange Programme (SEP)
- Apr 2011 - May 2014** **Singapore Polytechnic**
Diploma in Banking and Financial Services (Specialised in Finance)
- Cumulative GPA: 3.7/4.0

Work Experience

- Jan 2020 - Present** **GRAPHISOFT Singapore / BIM Consultant Intern**
- Creating relevant model presentations and demos as technical marketing materials, to drive BIM adoption and implementation among potential key customers such as LTA and HDB
 - Working extensively with BIM consultants to devise BIM implementation workflows and plans, to be tailored to needs and requirements of local industry stakeholders
- May 2018 - Aug 2018** **EM Services Pte Ltd — Nee Soon Town Council / Property Management Intern**
- Conducted daily business-as-usual (BAU) work such as estate management and routine checks which ensured high standards and quality of designated estate
 - Processed work orders verification for payment according to Standard Operating Procedure (SOP)
- Dec 2013 - Feb 2014** **HSBC Singapore — Claymore Branch / Retail Banking Intern**
- Facilitated daily BAU work such as processing of trade finance products and courier handling to resolve any discrepancies, ensuring smooth running of daily processes
 - Assumed control and responsibility over cheques to ensure proper batching and data matching
- Apr 2016 - Oct 2019** **INSEAD / Front Desk Officer**

Co-Curricular Activities

- Feb 2019 - Jan 2020** **The BIM Society / Corporate Services Director**
- Successfully established department structuring to aid launch of The BIM Society as 1st Exco key member
 - Led a team of 10 members under the special projects arm to assume first-point responsibility in working with industry client companies for BIM modelling projects
 - Spearheaded faculty-wide BIM workshops for ArchiCAD software-exposure to 20 participants
- Aug 2017 - Aug 2017** **Freshmen Orientation Week (School of Design & Environment) / Programme Director**
- Led planning of an informative and eventful camp programme, successfully creating an enriching camp experience for for 140 incoming freshmen
- Jul 2013 - Sep 2013** **Single Mother Support Programme (Care Corner @ Commonwealth) / Volunteer**

Interests and Awards

- Aug 2019 - Dec 2019** **Building Information Modelling Module / Champion**
- Awarded "Overall Best BIM Modelled Precinct Award" for best use of GRAPHISOFT ArchiCAD
 - Assumed responsibility for modelling of a full HDB block to a high Level of Details (LOD) as part of project
 - Self-taught MEP modeller for coverage of pipes and electrical services across the block
- Jul 2012 - Jul 2012** **National Management Competition organised by SIM / Case Participant**
- Applied various investment vehicles to achieve the targeted return for the case simulation
 - Performed competitors' analysis across markets and formulated a customised strategic asset allocation

Others

- Language** Fluent in English and Mandarin (Native)
- IT Skills** Proficient in Microsoft Office Suite — Excel, Word and PowerPoint
Proficient in BIM authoring — ArchiCAD and Revit
Adequate in Grasshopper and Rhino Programming
Adequate in Adobe Illustrator, Photoshop, Premiere Pro