



Richmond Kong

Singapore

+65 81012677

ricmondkong@gmail.com

PROFILE

I am an avid photographer and a keen learner. I take on leadership roles from time to time in Grassroots Organisations and come up with community initiatives and programmes. I am a firm believer of seeking for opportunities for one's development and improvement. Opportunities are earned, not given. Keeping up-to-date with news and interacting with individuals and groups of different races and religions boosts my currency and relevancy in today's volatile and uncertain world. I have learnt to be fluid and adapt to changes when it is required.

EDUCATION

Bachelor of Science (Honours), Economics and Politics **2021 – 2024 (EXPECTED)**
University of London, SIM Global Education, Singapore

Participations:

- Organising Committee, SIM International Affairs Panel Discussions – 2022/2023
- Moderator, “The Conference on the Future: Future of Democracy” – 2023
- Moderator, “The Economic, Financial and Political Crises in Developing Nations” – 2022
- Organising Committee, SIM-UOL SRC Welfare Pack Distribution – 2022
- Participant, Accenture Virtual Experience Program – 2022
- Youth Corps Singapore ‘Mission X’ Youth Leadership Program (Multiplier / Participant) – 2021

Co-Curricular Activities:

- Director of Operations, SIM International Affairs Society – 2023/2024
- Assistant Director of Events, SIM International Affairs Society – 2022/2023
- Student Initiatives (Programmes), SIM-UOL Student Representative Council (SRC) – 2021/2022/2023

Academic Information:

- Awards: Student Leaders’ Impetus Award (2021/2022), Certificate of Appreciation for President’s Volunteerism and Philanthropy Awards 2022, Student Leaders’ Impact Award (2022/2023)
- Modules Undertaken: Microeconomics, Macroeconomics, Statistics, Mathematics, Political Thought, Political Science, Social & Applied Psychology, Comparative Politics
- Expected Graduation Date: July 2024

Business and Engineering Ethics Course **2022**
Nanyang Technological University, PaCE, Singapore

- Attained a score of 900/1000 (90%) for the tests in the course

General Certificate of Education A-Level **2017 - 2018**
Meridian Junior College, Singapore

Participations:

- Team Leader, Animal Lovers’ League Fundraising – 2017
- Host to Overseas Scholars, Junior College Experiential Programme – 2017
- Vice-Chairperson, GoGlobal Social & Culture Trip to Beijing – 2017
- Overall Youth Volunteer Coordinator, Sengkang Central New Years’ Countdown – 2017/2018
- Head of Manpower and Publicity, Sengkang Central Durian Festival – 2018
- 2nd In-Charge, Sengkang Central Halloween Event – 2018

Co-Curricular Activities:

- Photography Club – 2017 to 2018
- Sengkang Central Youth Executive Committee – 2017 to 2018 (Assistant General Secretary)

Achievements:

- Australian Mathematics Competition – 2017 (Certificate of Proficiency)
- Top 10% in cohort for number of hours clocked for Community Involvement Programmes
- Clocked more than 145 hours for participation in Community Involvement Programmes (CIP)

General Certificate of Education O-Level **2013 - 2016**
North Vista Secondary School, Singapore

Participations:

- Conversational Malay (Elementary) – 2013
- Information Technology (IT) Representative – 2013 to 2015
- Orientation Group Leader, Orientation and Leadership Camps – 2014 to 2016
- Camp Chief, Orientation Camp – 2015
- Camp Chief, Prefects’ Camp – 2015
- Planning Committee Member, School Open House – 2015
- Singapore Geospatial Challenge – 2015

- FUN Trail by Ngee Ann Polytechnic – 2015

Co-Curricular Activities:

- Infocomm Club – 2013 to 2016 (President, 2015 – 2016)
- Prefectorial Board – 2014 to 2016 (Deputy Head of Publicity, 2015 – 2016)
- Student Leaders' Council – 2015 to 2016 (Pioneer Executive Member)

Achievements:

- UNSW International Competitions (ICAS) in Mathematics – 2013 / 2015 (Credit / Distinction)
- SG50 National i-Trail Challenge – 2014/2015 (First Prize)
- 17th Elementz Science Research Conference and Exhibition – 2016 (Bronze Award)
- Edusave Certificate of Academic Achievement – 2013 to 2016 (Top 10% & 25% in cohort)
- Edusave Award for Achievement, Good Leadership and Service (EAGLES) – 2016
- Clocked more than 100 hours for participation in Community Involvement Programmes (CIP)

Primary School Leaving Examination (PSLE)

2007 - 2012

Ai Tong School, Singapore

Participations:

- 5th National RoboPreneur Carnival – 2011

Co-Curricular Activities:

- Art Club – 2007 to 2008
- Chinese Calligraphy Club – 2009 to 2010
- Robotics Club – 2011 to 2012

Achievements:

- Certificate of Completion in the Robotics Advance Course using Lego NXT – 2011
- Clocked more than 185 hours for participation in Community Involvement Programmes (CIP)

SKILLS

- Tax Reporting and Individual Tax Returns
- Microsoft Word and Microsoft Excel
- Leadership
- Communication and Teamwork
- Adaptability
- Community Outreach and Event Planning

WORK HISTORY

FREELANCE ASSOCIATE

04/2022 to CURRENT

Youth Corps Singapore | Singapore

Associate Facilitator | Associate Programme Coordinator

POLICE OFFICER (VOLUNTEER SPECIAL CONSTABULARY)

03/2022 to CURRENT

Singapore Police Force | Singapore

- Rejoined the force as part of the 108th Intake of the Volunteer Special Constabulary
- Serving as a Career Advisor for budding and potential volunteers and officers

PERSONAL ASSISTANT TO DIVISION DIRECTOR

02/2021 to CURRENT

ERA Realty Network Pte Ltd | Singapore

12/2017 to 02/2019

- Provided multi-faceted services by prioritising and managing diverse tasks
- Coordinated meetings with colleagues and stakeholders
- Managed social media accounts with strategic planning on outreach
- Met up with vendors to discuss on business strategy and engage their services
- Managed documents and ensured that they are all filled up correctly and stored carefully

FREELANCE MASTER EVENT FACILITATOR

05/2021 to CURRENT

PulseActiv Pte Ltd | Singapore

Master Event Facilitator (Aug 2022 – PRESENT)

Event Facilitator (May 2021 – Mar 2022) | Senior Event Facilitator (Mar 2022 – Aug 2022)

- Facilitated in over 60 corporate bonding events and activities. Companies include American Express, Henkel, Singtel, Singapore Management University, and Ministry of Education
- Prepared and guided participants in corporate bonding events and activities

PUBLIC SECTOR, POLICY AND CHARITY INTERN

06/2022

Bright Network | United Kingdom (Virtual)

- Participated in work sample sessions and attended employer-led skills development sessions

TAX OFFICER (TEMPORARY)

03/2021 to 06/2021

Inland Revenue Authority of Singapore (IRAS) | Singapore

- Provided outstanding service to taxpayers and managed over 50 taxpayer calls per day
- Awarded Certificate of Excellent Service and named 'Top Temporary Staff' during peak season
- Assisted taxpayers with all forms of queries involving Individual and Business Income Taxes

VOLUNTEER EXPERIENCE

POLICE OFFICER (NATIONAL SERVICE)

02/2019 to 02/2021

Singapore Police Force | Singapore

- Performed duties in Ground Response Force and attained Special Constable / Sergeant (2) rank
- Performed higher order tasks which required quick decision-making and resilience
- Driving force for innovation and came up with unique ways to streamline tedious work processes
- Selected as Social Media Ambassador and tasked to come up with creative content
- Awarded the Commander's Award for Best Ground Response Force Officer (PNSF) in 2020

AD-HOC EVENT PHOTOGRAPHER

01/2017 to 02/2019

Self-Employed | Singapore

- Wide experience of shooting live events that require agility and swiftness
- Volunteer Photographer and Photo Booth Operator for Sengkang Central Events – 2018

CASHIER

12/2016 to 03/2017

Popular Book & Co | Singapore

- Top Sales for 'Win-Win Notebook' Promotion Item
- Provided quality customer service and ensured each customer was served promptly

Sengkang North Youth Network, People's Association Youth Movement (1st Term)

Founding Chairperson (Apr 2023 – PRESENT)

Compassvale Villa Residents' Committee (11th – 12th Term)

Executive Member (Apr 2020 – Apr 2022) | Secretary (Apr 2022 – PRESENT)

- Driving force for digitalisation efforts in Residents' Committee processes and workflow
- Tasked with all administrative matters including meeting minutes, payments and approvals, and liaising with stakeholders and partners
- Block Representative and Key Member of the Working Committee for Telegram Block Chat Group
- In-Charge of outreach efforts and planning for various key Residents' Committee programmes

Compassvale Villa Residents' Committee Youth Chapter (RCYC)

Head of Youth Chapter (Feb 2022 – Mar 2022) | Founding Chairperson (Apr 2022 – PRESENT)

- Spearheaded the formation and recruitment efforts of the 17 Youth Chapters in Sengkang Central
- Formed the committee from scratch and provided direction for Youth Chapters in Sengkang North
- Led a team of 40 youths towards common goals of engaging community with meaningful events
- Organising Chairman for 'Intergeneration Day at Villa', sparking bonds between residents of vastly different age groups

Sengkang Central Youth Network, People's Association Youth Movement (1st – 2nd Term)

Honorary Auditor (Jan 2022 – Mar 2023)

Vice-Chairperson & Head (Publicity & Engagement) (Aug 2021 – Dec 2021)

Executive Member (Jan 2020 - Nov 2020) | Secretary & Head (Programmes) (Dec 2020 – Jul 2021)

- Organising Chairman of PAYM Loves Red at St. Andrew's Nursing Home 2020, which saw an outreach of over 1500 youths and students, and over 500 beneficiaries
- Advised on Project Stepping Stone, an e-tutoring programme for underprivileged students, as Mentor to In-Charge
- Organising Committee Member of Plants with Purpose, an organic vegetable gardening initiative with over 150 potted vegetables distributed to vulnerable elderly, which attained the Most Innovative Event Award, in Sengkang Central
- Key Member of the Working Committee for the Parent – Child Digital Safety & Wellness Network Series, which is supported by Media Literacy Council
- Organising Chairman of PAYM Loves Red @ Keep Your Red Alive! 2021, which saw an outreach of over 3500 youths and students, and over 1700 beneficiaries
- Mentored over 5 mentees from the Polytechnic Community Leadership Programme (CLP)
- Served as Secretariat Team Leader for the Sengkang Community Club Revamp Project and was instrumental in the formation of project timelines
- Appointed into the Sengkang Central Social Media & Communications Steering Committee

People's Association Youth Executive Committee (7th Term) (Sengkang Central)

Assistant General Secretary (Aug 2017 - Aug 2019)

- Crucial to the successful execution of Sengkang Central Durian Festival 2018 as its Head of Manpower and Publicity
- Led the Organising Committee of Sengkang Central Halloween Event 2018 as 2nd In-Charge
- Attended various Post-National Day Rally Dialogues and Prime Minister's Chinese New Year Garden Party 2018

LANGUAGES

English: Proficient

Chinese (Mandarin): Proficient