



## PROFILE

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SCAN ME

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SCAN ME

## EXPERTISE

Strategic Engagement  
Corporate Communications  
Content Development  
Event Production & Management  
Project Management

## STEPHANIE SOH

Marketing, Outreach, Business Development

Results-driven professional with a proven track record in leading strategic initiatives across talent development, stakeholder engagement, and marketing communications. Skilled in executing high-impact projects, fostering cross-industry collaborations, and driving operational efficiencies. Strong communicator and leader focused on achieving targets through innovative solutions and teamwork.

## EDUCATION

### RMIT University

2014 - 2016  
Bachelor of Marketing

### Republic Polytechnic

2011 - 2014  
Diploma in Integrated Events Management

## WORK EXPERIENCE

### National Supercomputing Centre Singapore | Assistant Manager, Strategy, Planning and Engagement

June 2021 – Present

- 1) Successfully managed the entire lifecycle of the inaugural and 2<sup>nd</sup> edition HPC Innovation Challenges. Exceeded participation targets by 100%, growing from 30 to 61 participants, and a 350% increase in applications from 28 to 108. This achievement resulted in a 100% satisfaction rate from stakeholders.
- 2) Spearheaded strategic outreach initiatives to engage industry, government agencies, and educational institutions, driving mutual growth through cross-sector collaboration, and played a key role in developing new HPC courses set to launch in 2025 at Institutes of Higher Learning.
- 3) Managed the HPC CoC program, training 124 participants from government agencies, institutions, and industry, helping build HPC skills and raise awareness of HPC's role in advancing R&D.
- 4) Curated targeted events to foster collaboration and knowledge sharing among diverse stakeholders.

### ERC Institute | Assistant Marketing Manager

October 2019 – Mar 2020

- 1) Led the end-to-end organization of the Graduation 2019 and Year-End Party events, ensuring seamless execution.
- 2) Managed multiple projects simultaneously, consistently meeting deadlines and maintaining quality standards.
- 3) Oversaw the creation of web and print content, ensuring alignment with marketing objectives.
- 4) Designed course brochure copy, supporting the sales team in their efforts to drive enrollment.

## PERSONAL

Sociable

Agile

Organised

## LANGUAGE

English

Mandarin

### **Jackie & Poh Construction | Senior Operations Executive**

April 2018 – September 2019

- 1) Implemented a digital filing solution, improving records management and streamlining customer follow-up processes for increased operational efficiency.
- 2) Gained practical, hands-on experience in home construction and remodeling, contributing to improved project execution and customer satisfaction.

### **Profoto Digital Services Pte Ltd | Marketing Communications Executive**

October 2016 – March 2018

- 1) Developed engaging concepts and compelling copy for newsletters and sales collateral, effectively targeting B2B clients and projects.
- 2) Designed sales kits and training brochures, enhancing sales representatives' understanding of complex product features and improving sales performance.
- 3) Established comprehensive branding guidelines, ensuring consistent corporate identity across all marketing channels.
- 4) Conducted market research, analysed data, and presented insights through clear, informative charts to guide strategic decision-making.

### **Republic Polytechnic | Corporate Communications Executive**

September 2014 – September 2016

- 1) Increased tour and visit records for the Visitor Centre by 30%, enhancing engagement with prospective students and partners.
- 2) Coordinated high-profile events, including Graduation 2016 and Open House, ensuring smooth execution and positive feedback.
- 3) Managed social media platforms, providing real-time event coverage and boosting online engagement.
- 4) Efficiently handled procurement and secretariat duties, contributing to the overall success of communications initiatives.

## **CERTIFICATES**

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- Certificate of Employment Intermediaries CEI (Basic, Non FDW), NTUC Learning Hub, 26 February 2021
- Renovation for Public housing, BCA, 23 April 2019
- Planning and Managing Events, 02 August 2016
- Effective Communication in the Workplace, 17 August 2015
- InDesign CC – Beginners to Advanced, 19 May 2015

