

# EDWARD TEO

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- 👤 Singaporean

## Certifications

- ✓ **AWS Cloud Practitioner** since 2020
- ✓ **Scrum PSPO I** since 2020
- ✓ **Scrum PSM I** since 2020
- ✓ **(NICF) PMP** since 2020
- ✓ **(NICF) MTA Networking Fundamentals** since 2018
- ✓ **ACCA Affiliate** since 2018
- ✓ **JLPT N1** since 2016

## Education

- Oxford Brookes University** 2011 – 2013
  - ✓ BSc (Hon) Applied Accounting
- Ngee Ann Polytechnic** 2006 – 2009
  - ✓ Diploma in Banking & Financial Services

## Domain Knowledge

### Cloud

- ✓ AWS, Cloudflare, Docker

### OS

- ✓ Linux (Ubuntu 18.04, CentOS 6)

### Development

- ✓ Git, PHP, MySQL, JavaScript, Python 3, Bash

### Enterprise Software

- ✓ Oracle EBS 11, MS Office 365, SharePoint, Lotus Notes

## Languages

- ✓ English
- ✓ Mandarin Chinese
- ✓ Japanese

## Key Achievements

SEP 2020 – PRESENT

### National Heritage Board

### Assistant Manager, Product Delivery



AUG 2018 – SEP 2020

### Shimadzu (Asia Pacific) Pte Ltd

### System Executive

- Mobile App (iOS, Android)
  - Successfully completed 3 project phases (initial release, enhancement, new feature releases)
  - Met internal compliance requirement by matching reported information against GPS data
  - Eliminated turnaround time in collecting data by digitalization
  - New sets of data for business and compliance analyses
- Data integrations
  - Eliminated manual work required by business users e.g. calling/emailing third-party Warehouse staff

DEC 2016 – JUL 2018

### Koei Tecmo Singapore Pte Ltd

### Project Coordinator

- Released over 40 game content updates in Taiwan and China markets
- Elevated DAU via 3 cross-game collaborations
- Maximized ARPPU through sales events between game updates

AUG 2014 – JUL 2016

### Miyazaki City Hall

### Coordinator for International Relations

- Presented seminar on “Advice on Everyday Living in Miyazaki” to new JET participants

- Language interpreter for the City Mayor in the “Local Visits by Ambassadors to Japan” event held in Miyazaki City (organized by Ministry of Foreign Affairs of Japan)
- Language interpreter for the officials of US and CN sister cities
- Planned and held over 7 international cultural events such as Japanese Tea Ceremony and Singapore Cooking Class with an average 40 participant count

SEP 2009 – SEP 2011

### Singapore Armed Forces

#### Military Police

- Designed, developed and delivered web-based Information Management System
  - Reduced work by 540 man-hour per month
  - Secure environment by use of intranet infrastructure
  - Data backup by use of available redundant resources

## Professional Experience

SEP 2020 – PRESENT

### National Heritage Board

#### Assistant Manager, Product Delivery



AUG 2018 – SEP 2020

### Shimadzu (Asia Pacific) Pte Ltd

#### System Executive

- Delivered product installation traceability and service management Mobile App project
  - Over 3,000 hours in project management, tech lead and business systems analyst roles (3 full SDLC)
  - Target 600 users in Asia Pacific
  - Moderate complexity
  - Led a small team of offshore developers
  - Designed process flows and internal system integrations
  - Reviewed cloud infrastructure and DB design
  - Secured data flows between internet, DB and internal systems
  - Gathered and translated user requirements
  - Managed stakeholder expectations
  - Tech: React Native, NodeJS, MySQL, Google Maps, AWS (EC2, Lambda, API Gateway, RDS, S3, Cognito, CloudWatch, CloudFront), Cloudflare, Branch, SFTP, Python 3
- Completed data integration with third-party Warehouse system
  - Gathered user requirements and proposed GUI
  - Reviewed system specifications such as process flows and data sources
  - Coordinated with HQ IT team members for:
    - Inbound goods information
    - Receipt of serial numbers of outbound goods
- Completed IFRS15 feature integration into Oracle EBS
  - Investigated and resolved Order Management and Finance module discrepancies
  - Conducted user trainings on new workflow operations
- Drove process improvement initiatives
  - Implemented JIRA software for the department
  - Managed system user access on SharePoint
- Developed and reviewed system specifications

- System process flows, ADD, ERD, SRS
- Data exchange between Mobile App and Oracle EBS  
Data exchange between Oracle EBS and Warehouse

DEC 2016 – JUL 2018

**Koei Tecmo Singapore Pte Ltd**

**Project Coordinator**

- Managed project deliverables by coordinating with team members to deliver to external game publishers
- Managed schedule of in-game events and cross-game collaborations
- Managed communications between TW, CN, SG and JP teams
- Increased project productivity through task flow automation scripts (Excel Macros)
- Resolved bug reports timely and satisfactorily
- Worked with Lotus Notes, Redmine, Excel

AUG 2014 – JUL 2016

**Miyazaki City Hall**

**Coordinator for International Relations**

- Delivered community projects for the promotion of internationalization in Miyazaki City
- Provided interpretation for city mayor at tourism promotion events and for foreign residents of Miyazaki City
- Provided official translations for city publications, foreign correspondences
- Assisted in product showcase planning for Miyazaki Products Fair in Singapore

SEP 2009 – SEP 2011

**Singapore Armed Forces**

**Military Police**

- Designed, developed and delivered a web-based Information Management System
  - About 400 man-hour development effort in personnel, inventory, visit and location management
  - Target 5 users maintaining data of over 400 personnel
  - Moderate complexity, on-premise infrastructure
  - Gathered requirements
  - Demonstrated proof of concept
  - Designed UI and programmed system
  - Set up intranet infrastructure
  - Implemented solution
  - Tech: PHP, MySQL, jQuery

SEP 2008 – FEB 2009

**Merrill Lynch Global Services Pte Ltd**

**Intern**

- Attached to Asia Pacific team (New Accounts) of Global Wealth Management Services
- Assisted in account opening and maintenance processes for high net worth clients

FEB 2008 – APR 2008

**Societe Generale Corporate & Investment Banking**

**Intern**

- Attached to HK, TW and SG teams of Capital Market and Transversal Operations
- Gained exposure in FX settlements of some derivative products

