

RUTH WEE

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Profile Summary

Linguistics graduate working at the intersection of language and AI, with experience designing and evaluating AI-driven workflows in legal contexts. Background in prompt engineering, corpus analysis, LLM output evaluation, and editorial analysis. Strong interest in NLP and computational approaches to language, particularly the analysis of linguistic structure in low resource languages.

Education

National University of Singapore

Aug 2019 – June 2024

Bachelor of Arts with Honours in English Language (Distinction)

Experience

Beyond Legal LLC

Dec 2025 – Present

AI Knowledge Engineer

Singapore

- QA tested internally developed AI legal product, identifying bugs and driving feature refinement and acceptance testing in collaboration with an external software consultant
- Ran A/B tests on AI-generated and lawyer-drafted documents including affidavits and solicitor's letters, identifying limitations and evaluating outputs for accuracy
- Wrote SEO-optimised legal articles to improve search engine visibility and drive website traffic

National Library Board

Apr 2025 – Dec 2025

Publishing Intern

Singapore

- Wrote profile feature articles on creatives including novelists¹, artists², heritage bloggers³, and game developers⁴, highlighting their use of archival materials in their creative work
- Scripted a [YouTube reel](#) on mobile libraries in Singapore, incorporating archival records
- Coordinated an oral history interview with a pioneer in Singapore's sports development
- Proposed 55 article topics for *BiblioAsia* to support 2026 editorial planning

National University of Singapore

Jan 2024 – Sep 2025

Research Assistant | Assisted Dr. Alexander D. Smith & Dr. Michael Yoshitaka Erlewine

Singapore

- Managed comparative Austronesian language datasets for computational phylogenetic analysis
- Conducted fieldwork on Lebo' Vo' Kenyah: interviews, IPA transcription, data management in SayMore, FLEx, and Excel
- Edited and proofread chapters of Dr Smith's forthcoming book The Languages of Borneo
- Typeset conference handouts and journal submissions, maintaining consistent interlinear glossing, citations, and formatting

AstraZeneca

Oct 2024 – Jan 2025

Patient Advocacy and Corporate Affairs Intern

Singapore

- Managed logistics and executed AstraZeneca's ADC Groundbreaking Ceremony attended by 150 high-profile guests including Singapore's Deputy Prime Minister
- Managed corporate communications: LinkedIn posts, press releases, speeches, newsletters
- Created an 80-slide handover document to support workflow continuity

Capelle Consulting

Jul 2023 – Dec 2023

Marketing and Content Support

Singapore

- Edited and rewrote content for 36 webpages, ensuring clarity and brand alignment
- Produced a 2-minute promotional video with subtitles using Premiere Pro under tight deadlines; received commendation for quality

CNBC International

Jan 2023 – Jun 2023

News Editorial Intern

Singapore

- Supported live production for Squawk Box, Capital Connection, and Street Signs by preparing show elements (PKGs, SOTs, VOs, LTs) under time pressure
- Assisted with script editing, headline writing, and footage selection for live television news broadcasts, adhering to CNBC's editorial standards
- Initiated and created a 39-page onboarding guide to streamline workflows for news assistants

The Bible Society of Singapore

Jun 2022 – Jul 2022

Communications Officer

Singapore

- Created TikTok and Instagram content to boost engagement, reaching 1.4k views in 3 hours during crisis coverage (Philippines 7.0-magnitude earthquake)
- Coordinated social media strategies and identified influencers for potential partnerships
- Crafted email campaigns, press releases, fundraising appeals for donor engagement

Health Promotion Board

May 2021 – Jul 2021

Research and Contact Centre Intern

Singapore

- Researched global smoking cessation programmes, producing a 50-page report with recommendations for HPB's Quitline and presenting findings to senior leadership
- Evaluated vendor performance for HPB's customer contact centre to improve service quality

Projects

LLM Prompt Engineering | [GitHub Repo](#)

Sep 2025 – Present

- Designed a prompt framework for discourse analysis with version-controlled annotation guidelines for Gemini, achieving 78.93% tagging accuracy through iterative testing

Awards & Achievements

Dean's List (UNC Chapel Hill, Spring 2022); NUS NASA Exchange Scholarship (2022); Raffles Diploma Merit, Character & Leadership (2018); Edusave Award: Achievement, Good Leadership & Service (2016)

Volunteering

Varsity Christian Fellowship (VCF)

Aug 2020 – Dec 2024

- Executive member, Graduation Committee (2023-24); Secretary, Intervarsity Camp (2022)

Bethesda Hall (Ang Mo Kio) Church

Apr 2020 – Dec 2020

- Editor and Interviewer, Newsletter Team: Co-led a team producing newsletters during Covid-19

Extra Curricular Activities

Raffles Institution (Junior College), Touch Rugby

Jan 2017 – Dec 2017

- Represented school at Pan Pacific All Schools Tournament

Raffles Girls' School (Secondary), Trampoline Gymnastics

Jan 2013 – Dec 2016

- Team Captain (2016): Led team to 3rd place at National School Games Championships & Singapore Gymnastics Open
- Awards: Raffles Colours Outstanding Leadership & Performance, Singapore Schools Sports Council Colours Award

Skills

Python, Excel VBA, IPA Transcription, SayMore, FLEx, Microsoft Office

Languages

English [Native Proficiency], Singlish [Native Proficiency], Mandarin [Limited Working Proficiency], Swedish [Learning]