

# RUTH WEE

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## Profile Summary

Linguistics graduate with experience in data management, analysis, and documenting Austronesian languages at NUS. Skilled in corpus management, IPA transcription, and maintaining data quality. Strong analytical and editorial skills from research and professional writing. Interested in applying computational methods to NLP, prompt engineering, and historical linguistics.

## Education

National University of Singapore Aug 2019 - June 2024  
Bachelor of Arts with Honours in English Language (Distinction)

## Experience

**National Library Board** Apr 2025 - Present

Publishing Intern

- Wrote and edited *BiblioAsia* articles <sup>12</sup> and scripted YouTube reels using archival records
- Initiated and coordinated an oral history interview on 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 (Language Documentation) | Assisted Dr Alexander D. Smith 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
- Reorganised digital folders to streamline workflows
- Developed 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, accuracy, 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, Street Signs by preparing show elements (PKGs, SOTs, VOs, LTs) under tight deadlines
- Edited scripts and selected footage for storyboarding, 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 to support donor engagement
- Planned and facilitated team building activities for a 40-person corporate event

### 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
- Presented findings to senior leadership to support strategic planning
- Evaluated vendor performance for HPB's customer contact centre to improve service quality

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### Projects

#### LLM Prompt Engineering | [GitHub Repo](#)

**Sep 2025 - Present**

- Designed and engineered an iterative prompt framework for discourse analysis, authoring version-controlled annotation guidelines for Gemini. Systematically debugged model outputs and resolved logical inconsistencies, achieving 78.93% tagging accuracy

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### 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)

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### Volunteering

#### Varsity Christian Fellowship (VCF)

**Aug 2020 - Dec 2024**

- Executive member, Graduation Committee (2023-24): Managed outreach campaigns, organised events for final-year students in collaboration with Graduates' Christian Fellowship (GCF)
- Secretary, Intervarsity Camp (2022): Planned and ran an overseas camp for 132 members

#### Bethesda Hall (Ang Mo Kio) Church

**Apr 2020 - Dec 2020**

Editor and Interviewer, Newsletter Team

- Co-led a team producing newsletters and Instagram posts during Covid-19

#### Singapore Gymnastics

**Jun 2015 - Jun 2015**

- Assisted with events operations and logistics at the 28th SEA Games 2015 (63 hours)

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### 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
- Organised a fundraising gymnastics concert to support the Singapore Cancer Society

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### Skills

Python, Excel VBA, International Phonetic Alphabet Transcription, SayMore, FLEEx, Microsoft Office

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### Languages

English [Native Proficiency], Mandarin Chinese [Limited Working Proficiency]