

RUTH WEE

ruthwee00@gmail.com | +6598756458 | Singapore | [LinkedIn](#) | [GitHub](#)

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

Singapore

- Wrote and edited *BiblioAsia* articles ¹² 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

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

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): 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)

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

Skills

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

Languages

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