

JOB DESCRIPTION

Position:	Intern, Digital Projects
Location/ Base:	Singapore
Reporting to:	Managing Director and/or Designated Consultants
Internship Period:	10 May – 13 Aug 2021 (14 weeks)

Internship Overview:

TrueVA Capital is offering an internship programme for undergraduates who are keen on gaining exposure in the **digital strategy advisory and implementation** domain. This role exposes you to immense learning opportunities through the direct involvement in client projects & digital capabilities development. You will work closely with the Managing Director and/or consultants of TrueVA Group. You will assist the team with the coordination and execution of project deliverables, through research, analysis, preparation of reports or hands-on development of data analytics models. These projects can include traditional market research, business strategy development, training & development, or data analytics.

Responsibilities & Duties:

- Conduct market research and analysis relating to clients' industries and data.
- Enhance existing company websites, social media pages and online marketing efforts.
- Assist in managing project timelines and coordinate deliverables with clients, partners and vendors.
- Assist in preparing data analytics, reports, presentation or other necessary deliverables based on project requirements.
- Assist in development of training curriculum & materials.

Qualifications:

- Undergraduates in a business management, finance, computer science, marketing, engineering or related courses.
- Competent in Microsoft offices suite such as Word, PPT & Excel (macros).
- Experience in R or Python would be an advantage.
- Inquisitive mind and eagerness to learn and master a wide array of business domains.
- Entrepreneurial and resourcefulness is a pre-requisite.

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Exposure Opportunities:

TrueVA provides interns with great exposure to the exciting and dynamic work environment involving business advisory for established and start-up business ventures. These include the following:

- **Geographic Expansion:** Core to TrueVA's advisory and consulting stream, we have a network of partnership firms – Aktiv Konsult in Jakarta and TrueVA Consulting in Dubai.
- **Digital Capabilities Development:** Building on our digital strategy advisory expertise, we started to further augment this competitive edge with deeper implementation capabilities. Data Analytics is a specific area of focus we are developing and have undertaken a number of industry projects to date.
- **Knowledge Development:** TrueVA Academy is a key growth area for TrueVA Capital. We have onboarded major customers in Banking and Tertiary Institutions within the last 2 years and plan to scale the business through the use of technology.
- **Venture Investments:** TrueVA's startup investment stream opens up the avenues for direct involvement in the assessment/ due diligence of prospective investments, and in facilitating the growth of technology startup companies.

About TrueVA Capital:

TrueVA Capital is a dynamic and fast-growing firm established in 2018, and provides business transformation, digital strategy, startup investment advisory, data analytics and training services to corporates and financial institutions. In this age of digital disruption, our mission is to help businesses and their people navigate bravely through the unknown with sound judgement and foresight. We will harness the power of knowledge and technology for the betterment of humanity.

At TrueVA, we believe in being Trustworthy, Thoughtful and Progressive. We deal with our customers, employees and partners with honour and integrity, and are balanced and well-considered in our approach. We look forward with optimism and embrace good ideas with pragmatism.

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Testimonials from previous interns:

“The two most valuable take-aways were the mentorship from Swee and the knowledge of being able to truly value add to projects. I am truly grateful for the exposure and experience that TrueVA has given me and would encourage people to join the team if they'd like to make a difference and learn.”

Jerrel Wang
SMU Undergraduate (4th year)
Bachelor of Business Management, Finance Analytics
2019 Intern

“The internship with TrueVA was a meaningful experience. It gave me clarity on what creating value means to businesses as I was provided many opportunities to provide value for our clients and to see the impact of my work while having support and guidance from Swee and Samuel. I recommend interning with TrueVA for anyone who wants to learn how to create true value for businesses.”

Steven Chia
SMU Undergraduate (4th year)
Bachelor of Business Management, Human Resources
2020 Intern