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Date Added	Skill	Experience	Situation	Task	Action	Result	Relevance
September 24, 2021	Research	Junior Research Fellow, Digital Asia at The Asia Pacific Foundation of Canada (APFC)	In addition to contributing to team projects, I also took the initiative to author two independent research projects.	For one of my independent research projects, I took a deep dive into the geopolitical and economic implications of the use of Huawei 5G equipment in the Philippines.	Over seven months, I conducted extensive desk research, and went through several cycles of drafting, review, editing, and re-drafting with the support of my supervisor.	My Philippines Huawei 5G case study is currently in the final review stages for publication by APFC, while the second was submitted as a core internal report for the Digital Asia's future projects on Southeast Asia.	This project gave me experience in conducting a large-scale research project that developed my knowledge of technology geopolitics. I also gained expertise in using open-source research tools (e.g., Factiva, Statista) and a research manager platform (i.e., Mendeley).
September 24, 2021	Report Writing	Junior Research Fellow, Digital Asia at The Asia Pacific Foundation of Canada (APFC)	I directly contributed to total of four team research projects for the Digital Asia research pillar by conducting desk research, organizing, and visualizing research data, and writing sections of projects.	For one of my team projects, I was tasked with writing economy profiles on the state of AI adoption in five Southeast Asian states. This included gathering data on the government regulations, private sector initiatives, the R&D ecosystem, etc.	My first step was to create an excel file to organize sources of information by country and category (e.g., private sector, government). This process included both desk research and informational interviews with AI industry stakeholders. I then created SWOT analyses for all the economies before I began drafting the body of each profile.	Through my meticulous but quick work, I was asked to create the "proof-of-concept" or standard sample of an economy profile for my other team members to follow in writing their own profiles. I also took on the creation of four more profiles in addition to my original five, and supported two more for a total of 11 profiles I either fully or partially wrote.	Writing the economy profiles gave me experience in more business-oriented writing instead of more academically styled research papers. Since each profile was only 3-4 pages long, it also developed my editing and formatting skills.
September 24, 2021	Policy Analysis	Junior Research Fellow, Digital Asia at The Asia Pacific Foundation of Canada (APFC)	I provided administrative and background support for a confidential, internal initiative	As part of my support role, I was asked to summarize a newly released 2,000+ page U.S. Congress Act into a 3-page policy brief	To begin, I read the official summary on the U.S. Congress website along with news articles to get a general sense of the	I was successfully able to deliver the policy brief by the deadline, and my supervisor later passed on positive feedback to	Being on such a tight timeline, I did not have the time to read entire Act, which pushed me to learn how to effectively read (skim)

			conducted by APFC's senior leadership	within 2-days as part of a preparation package for APFC's senior leadership attending a meeting.	Act and the public attitude towards it. I then skimmed the act and would search the document for pertinent keywords or phrases mentioned in the news articles or relevant in the context of the project I was writing the policy brief for.	me from a member of the APFC senior leadership running the project	the Act and make use of other sources to provide a comprehensive analysis of the policy.
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