



janiceyao

<http://janiceyao.com>

CONTACT

cjjyao@gmail.com

SKILLS

Print

Photoshop
Illustrator

Web

Flash
ActionScript
HTML
Dreamweaver
Fireworks

Video/Audio

Motion
Final Cut Pro
Pro Tools
Soundtrack Pro
DVD Studio Pro

Other Skills: CSS, MS Office (Word, Excel, PowerPoint), PC and Mac
Languages: Fluent English and Mandarin, conversational French

CAREER DEVELOPMENT

University of British Columbia – Downtown Vancouver

9/2009 – present

Multimedia Course Assistant

- Help instructors facilitate learning and improve performance of students in multimedia courses such as Fundamentals of HTML, Flash for the Web, Dreamweaver, etc. Other responsibilities include setting up labs and managing the facility.

Incredible Entertainment – Coquitlam

3/2009 – 5/2009

Contract Web/Graphic Designer

- Redesigned the existing corporate website with a cleaner and more effective look. Responsibilities include creating web interface mock-ups, optimized landing pages and HTML templates, interactive flash banners as well as providing corporate identity for business cards and product box designs.

<http://www.incrediblefta.com/>

Vancouver Fashion Week – Downtown Vancouver

1/2009 – 3/2009

Web/Graphic Designer

- Design web and print advertisements for the upcoming Spring event. Managing multiple projects and ensuring a consistent brand identity among all visual media while adhering to strict production timelines. Responsibilities include creating web page layouts, posters, sponsorship package and show guide.

<http://www.vanfashionweek.com/>

CAREER DEVELOPMENT continued

Work at Play – Gastown

11/2008 - 12/2008

Intern

- Conceptualized and designed a video presentation and poster for internal advertising. Responsibilities included layout, illustration and 3D motion, file preparation (for print and video compression).
<http://www.workatplay.com/>

Jumbo Cup - Burnaby

3/2008

Freelance

- Menu design and print.
<http://www.jumbocup.com/>

Watier Findings Inc - Downtown Vancouver

8/2006 – 6/2007

Web Assistant

- Collaborated with web developer to create an effective matrix system for easy access to critical information.
- Acted as liaison between company and suppliers, as well as providing additional support where necessary, such as responding to client questions and assisting in shipping process.
<http://www.watierfindings.ca/>

Urban Learning Canada – Downtown Vancouver

11/2007 - 4/2008

Conversation Teacher

- Facilitated and led conversation classes. Initiated and stimulated conversation topics while monitoring group interaction dynamics.
- Designed and executed lesson plans.

Vancouver Preparatory School - North Vancouver

1/2008 - 4/2008

ESL Instructor

- Instructed children in various basic skills of oral communication, reading, writing and critical thinking.
- Established effective classroom management by setting challenging yet achievable target goals, monitoring performance and making learning exciting through learning aids and engaging activities.

EDUCATION

University of British Columbia – Vancouver, CANADA

UBC Certificate in Multimedia Studies

2008

Simon Fraser University – Burnaby, CANADA

B.A., Linguistics,
TESL Certificate

2002 - 2006
2007

Université de Nice Sophia- Antipolis – Nice, FRANCE

Summer French Intensive Program

2007

REFERENCES

Available upon request