

# AVELYN WOON

## CONTACT

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## PROFESSIONAL PROFILE

With a lifetime of amateur experience in photography, drawing, and programming, Avelyn combines her international exposure, creative side, and technical skills to create accessible, intuitive, and striking designs.

## EDUCATION

*Google UX Design Professional Certificate (2022)*

**University of Toronto (2015–2019)**  
*Honours Bachelor of Arts*  
2 Majors: Public Policy, City Studies  
1 Minor: Public Law

## ADDITIONAL SKILLS

Adobe Acrobat, Calendly,  
Canvas, Qlik Sense,  
SurveyMonkey, Zoom

95%

Asana, G Suite, Microsoft  
Excel, Outlook,  
PowerPoint, Word, Slack

90%

Adobe Photoshop

80%

Microsoft Power  
Automate, Teams

70%

Figma, HTML, Python

65%

Adobe XD, CSS,  
WebFlow, WordPress

60%

JavaScript, Visual Basic

50%

Adobe Illustrator, Blender,  
Funelll

30%

## PROFESSIONAL EXPERIENCE

### PRODUCT DESIGNER (UX/UI DESIGN) INTERN

*Smart Course – website: smartcourse.io*

*Aug 2022 – Oct 2022*

- Developed products to improve outcomes for people with learning disabilities in a startup which is B2B and B2C as well as building B2G relationships
- Troubleshooted website embed, interaction, formatting, and navigation problems through custom code
- Took ownership of team's OKRs and KPIs, and delivered in advance of deadlines with Agile Methodology
- Worked closely with serial entrepreneur founder who built and helped build more than a dozen 6-figure businesses, one of which with over \$2 million of funding commitment

### OFFICE COORDINATOR

*Regional Geriatric Program of Toronto – Sunnybrook Hospital*

*Jan 2022 – Mar 2022*

- Managed Executive Director's calendar and email account, and supported the Central Office team
- Attended board meetings and wrote board minutes, and provided logistical support for Board of Directors and Board Executive meetings
- Did financial management for multiple cost centres, including processing invoices and flagging issues and/or discrepancies as they arise
- Assisted with new staff enrolment and payroll processes

### ADMISSIONS EXECUTIVE (MBA & EMBA)

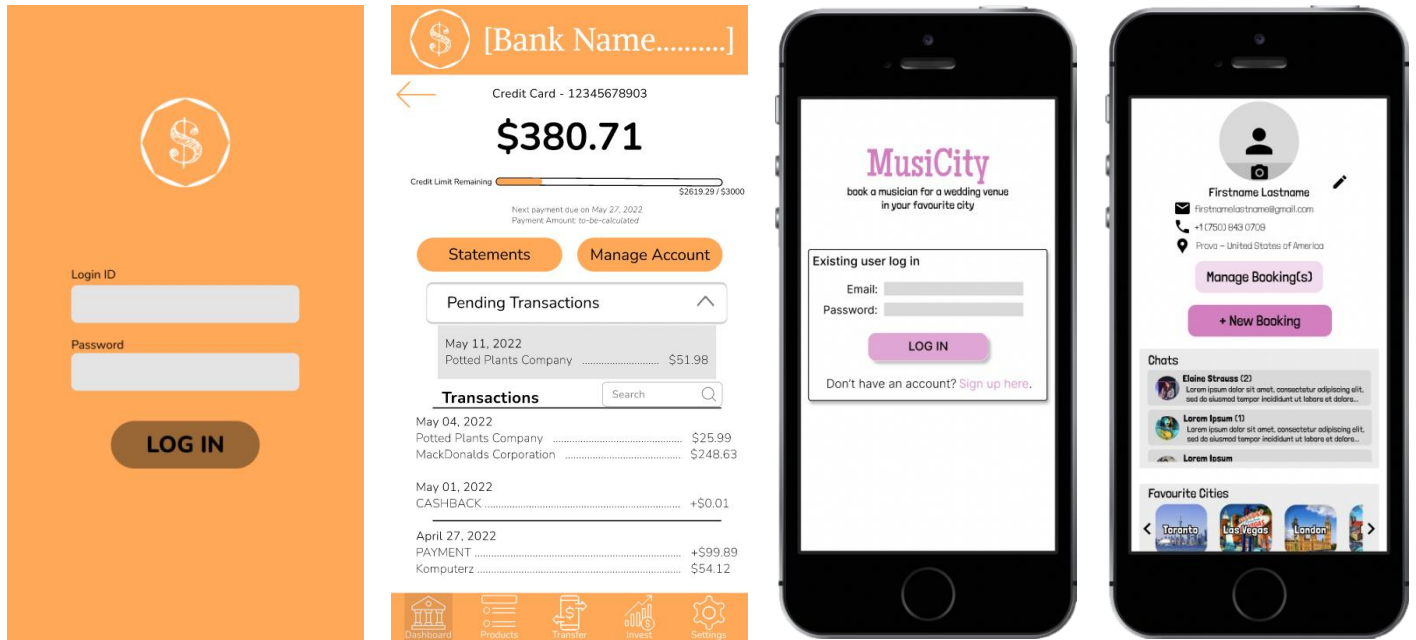
*National University of Singapore – Business School, Graduate Studies Office*

*Oct 2019 – Oct 2021*

- Received a performance bonus for first annual assessment from exceeding expectations
- Worked in a team that increased recruitment of part-time students by >100%, resulting in school's milestone of opening an additional class due to high influx
- Assisted in the interview process, as well as approval of offers, and the scholarship process, saving school thousands of dollars by spotting scholarship allotment errors
- Generated data analysis reports and submitted to senior management, Director, and Vice-Dean
- Onboarded and trained new staff to facilitate quick starts to their contributions to the office

# Portfolio Examples

Sample Mobile Apps Screens (see [portfolio website](#) for links to interactable prototypes):



Sample Store/Product Pages:

