

AVELYN WOON

CONTACT

+1 (647) 657-1524
avelyn.woon@gmail.com
<https://avelynwoon.com/>
[linkedin.com/in/avelyn-woon](https://www.linkedin.com/in/avelyn-woon)
github.com/AvelynW

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)

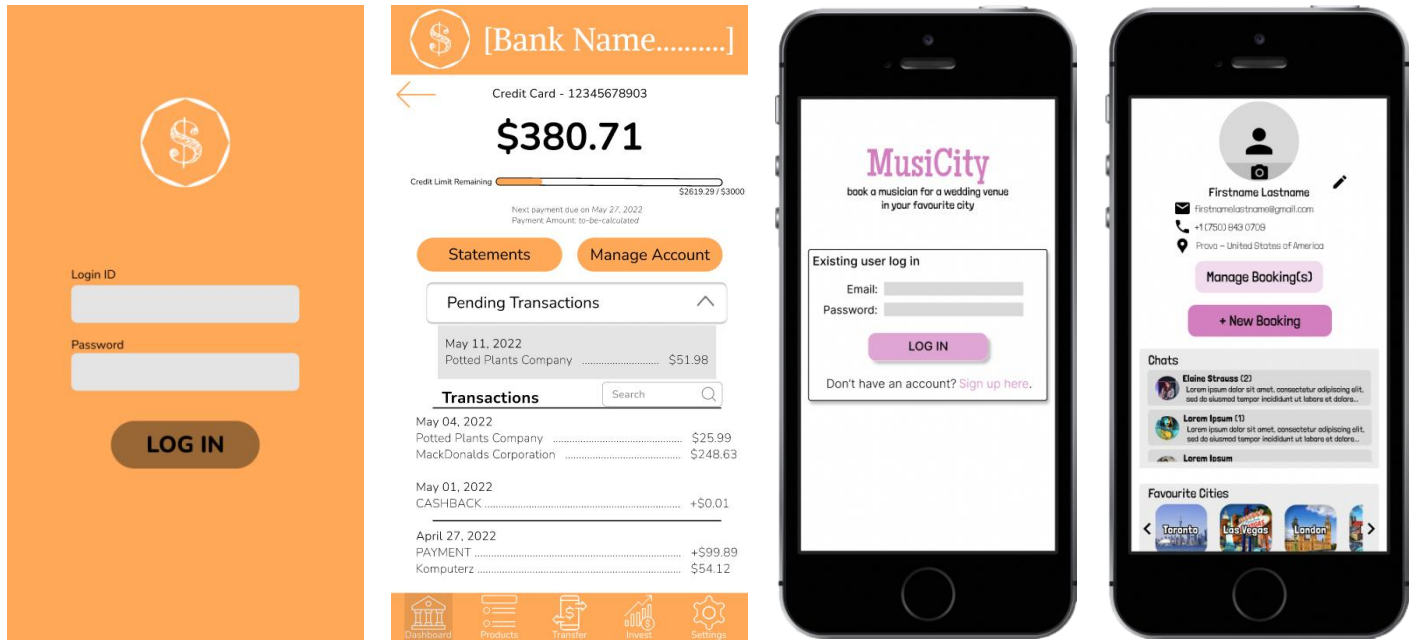
National University of Singapore – Business School, Graduate Studies Office

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:

