

MARI K. MA

Mari.Kalok.Ma@gmail.com

draconmarius.github.io/react-cv

(415) 902-8118

LANGUAGE & SKILLS

- Fluent in Cantonese, semi fluent in Mandarin
- Ability to read/dictate in simplified and traditional Chinese

- Project Management · Training & Development · Problem Solving
- Technical Support · CRM & ATS Systems · Photography & Editing
- Calendar Management · Graphic Design · Teaching & Mentorship

Familiar with:

- JavaScript · HTML5 · CSS · handlebar.js · Bulma · Bootstrap · SASS · webpack · react.js · MUI · indexDB · JEST
- node.js · express.js · socket.io · ApolloGraphQL · sequelize/mysql · mongoDB/mongoose · heroku · REST API

EXPERIENCE

GOOGLE VIA ADECCO 2020 - 2022

SUNNYVALE, CA

STAFFING OPERATION SUPERVISOR

- Led a team of 35+ contracted Recruiting Coordinators through virtual and hybrid work transitions.
- Boosted performance metrics by ~126% during unpredictable hiring volumes.
- Handled stakeholder escalations with high-touch, solution-based support to address urgent business needs.
- Delivered 50+ Virtual Meet & Greet for director-level candidates and supported projects like "One Day Offer" in India.
- Fostered a diverse and constructive work environment by collaborating with cross-functional partners.
- Developed training modules, created internal reminders/updates, and co-created a globally scalable supervisory resource.

RECRUITING COORDINATOR

- Exceeded quantity metric by ~110% consistently through attention to detail and timely follow-ups.
- Mastered Google's Internal ATS system and provided technical support to teammates.
- Managed 10+ business-critical requests per week while juggling competing hiring offers.
- Created and conducted training materials for 30+ new hires and 50+ cross-regional partners during an internal re-org.
- Managed complex calendars across multiple time zones and received 2 "Kudos" per month on average from stakeholders.

FREELANCE PHOTOGRAPHER 2014 - 2020

PHILADELPHIA, PA

SEE PORTFOLIO FOR SAMPLES OF WORK

- Captured and edited professional headshots, corporate & school events, engagements, and weddings.
- Offered on-the-spot problem-solving to clients for planning and executing their events.
- Delivered completed projects in a timely manner and adapted event timelines to client needs.
- Coordinated, managed, and adapted event timelines according to clients' needs.

BRIAN SANDER'S JUNK 2015 - 2016

PHILADELPHIA, PA

GENERAL MANAGEMENT INTERN, SOCIAL MARKETING ASSISTANT

- Assisted in integrating artful.ly as a CRM for donor management and audience outreach.
- Created and distributed marketing email blasts using MailChimp.
- Designed marketing graphics for the website and social media using Lightroom and Photoshop.
- Managed front of house for the 2015 Fringe Festival event "American Standard".
- Collaborated with manager to create and finalize contracts for performance agreements.
- Coordinated travel arrangements, venues, and created itinerary for up-coming tour.

FELLOWSHIP EXPERIENCE

ARTIST YEAR FELLOWSHIP 2016 - 2017

PHILADELPHIA, PA

TEACHING ARTIST FELLOW

- Served as a teaching artist for 7th & 8th-grade students at a Philadelphia Mastery Charter School.
- Acquired 4 professional DSLRs for hands-on experiences in class, school events, and home use.
- Instructed students in photography fundamentals, editing, and publishing as an elective course.
- Facilitated the creation of digital online portfolios using WIXsites tailored to student interests.
- Organized and produced a yearbook for the class of 2017.

EDUCATION

DRXEL UNIVERSTIY, PHILADELPHIA PA CLASS OF 2016

BACHELOR OF SCIENCE - CUMULATIVE GPA: 3.8

ENTERTAINMENT AND ARTS MANAGEMENT IN THEATRE CONCENTRATION

EXTENSION - UC BERKELEY, CA

FULLSTACK - CODING BOOTCAMP - DEC 2022

SEE PORTFOLIO FOR PROJECT AND TECH STACKS