

Kartin Leung
Oatley, NSW, 2223
M: 0420 636 321
E: kartinleung@gmail.com
Portfolio: <https://kartinl.github.io/>

Education & Academic Qualifications

- 2019 - 2020 **University of New South Wales**
Bachelor of Computational Design (Distinction)
- Developed a material database using relational database and Django frameworks
 - WAM: 82.00
- 2015 - 2019 *Bachelor of Interior Architecture (Honours)*
- Courses included: Design Practice, Graphic Design, Psychology
- 2009 - 2014 **Beverly Hills Girls High School**

Related Skills

- Skilled in Photoshop, Indesign, Azure RP, Figma, Auto-Cad, Sketch-Up, Microsoft Office
- Competent in Grasshopper, Rhino, 3ds Max, CSS, HTML
- Basic knowledge of Maya, Django, Python, Revit
- Multilingual in English (Fluent), Cantonese (Fluent) and Mandarin (Competent)

Work Experience

- 2020 - Present **Digital Producer/Project Manager**
Digerati Solutions (Web Development)
- Developing wireframes and high-level sitemaps using Axure RP and Figma
 - Designing high-fidelity webpages using Figma
 - Producing strategy documents and proposals using Indesign and Microsoft Office
 - Web content and blocks creation using Wordpress and myCMS(Gutenberg)
 - Managing project timelines and budgets with clients and external contractors
- 2019 **3D Visualisation Intern**
Binyan Studios (3D Visualisation)
- Designed realistic and detailed 3D images from given floor plans and documentation sets using 3D modelling tool 3ds Max
 - Successfully organised and coordinated company events and in-house activities
 - Re-designed existing office kitchen under budget using Google Sketch-Up and received positive feedback from Studio Director
 - Achieved maximum efficiency through monitoring project timeline and milestones
- 2017 - 2019 **Junior Project Manager**
Unique Carpentry and Shopfitting Pty Ltd
- Communicate with built environment professionals including clients, designers and facility managers in a fast-paced firm
 - Increase revenue and productivity through project quotations, contracts and schedules
 - Develop positive relationships with material suppliers through sourcing materials, purchasing products and issuing payment
- 2014 - 2018 **Casual Administrative Sales Assistant**
The Just Group - Dotti Retailer
- Exceeded weekly sales quotas, resulting in minimum of 20% profit weekly over 4 years
 - Improved overall store management and quality through visual merchandising
 - Earned an employee recognition award for outstanding customer service

University Involvement

- 2018 - 2019 **President**
UNSW - Built Environment Student Association
- Elected president of a constituent faculty society for over 2000 built environment students at UNSW and managed a team of over 20 committee members to facilitate

- rapport between members and students
- Successfully secured sponsorships and funding with three industry sponsors
- Organised four major society flagship events each with over 100 attendees
- Increased student engagement with society by 50% compared to previous years through digital marketing and social events

2017 - 2018	Head of Marketing and Publications Executive <i>UNSW CREATE</i> <ul style="list-style-type: none"> • Implemented new design aesthetics for society logos, newsletters, business cards and event banners using photoshop and indesign • Established society presence on campus and social media platforms using custom designed promotional material
2017 - 2018	Marketing and Publications Director <i>UNSW Food Lovers Society</i> <ul style="list-style-type: none"> • Directed, produced and marketed promotional video for society camp which resulted in over 180 ticket sales • Managed social media platforms and distributed society newsletters with Mail-chimp • Planned and launched digital marketing campaigns for over 12 events
2017	Peer Mentor <i>UNSW - Built Environment Student Association</i> <ul style="list-style-type: none"> • Guided mentees in the development of their technical and creative skills in Photoshop and Auto-Cad
2016 - 2017	Undergraduate Student Representative <i>UNSW - Built Environment Faculty Board</i> <ul style="list-style-type: none"> • Active contribution in faculty meetings to strategise for built environment faculty plans
2016 - 2017	Marketing and IT director <i>UNSW - Save the Children Action Group</i> <ul style="list-style-type: none"> • Improved UI design for society website to generate traction from sponsors
2016 - 2017	Secretary <i>UNSW - Fashion and Beauty Society</i> <ul style="list-style-type: none"> • Organised yearly event calendar and documented meeting minutes

Extra-curricular Activities / Awards

February 2020	UNSW - Built Environment Dean's Merit List <ul style="list-style-type: none"> • Received recognition for performance during the 2019 academic year for being one of the faculty's highest achievers
October 2018	UNSW - Women in Technology Hackathon <ul style="list-style-type: none"> • Awarded third place out of 25 teams for UX/UI design of app on liveable cities • Initiated brainstorming sessions and actively approached mentors for feedback on app • Designed overall app aesthetics including logo design, presentation slide deck and visual content • Developed skills in research, design thinking, prototyping and public speaking • Successfully pitched to professional panel members from Microsoft and IBM
June 2017	Exhibition Volunteer <i>ADOBE Design Conference</i> <ul style="list-style-type: none"> • Collaborated with other volunteers to assist with set-up in the IT and registration department
2016 - Present	Touch Football <i>Peakhurst Touch Association Summer and Winter Competition</i> <ul style="list-style-type: none"> • 1st Place - 2016 Summer Div 6, 1st Place - 2017 Summer Div 3, 1st Place - 2019 Summer Div 4, 1st Place - 2020 Summer Div 2