

Kartin Leung
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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, Axure RP, Figma, Auto-Cad, Sketch-Up, Microsoft Office, Visio
- 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

- 2021 - Present **Enterprise Services Analyst**
Commonwealth Bank of Australia (Group Operations & Technology)
- Supporting change and governance utilities in digitising existing manual processes
 - Developing business/user requirements and process maps to improve customer end to end experience
 - Implementing scrum and agile methodology such as sprint planning and team huddles
- 2020 **Digital Producer/Project Manager**
Digerati Solutions (Web Development)
- Developed high-level wireframes and sitemaps using Axure RP and Figma
 - Designed high-fidelity user interface using Figma
 - Produced strategy documents and proposals using Indesign and Microsoft Office
 - Created content and oversaw site maintenance for Wordpress and myCMS websites
- 2019 **3D Visualisation Intern**
Binyan Studios (3D Visualisation)
- Modelled detailed 3D images using floor plans and documentation sets with 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
- Monitored project requirements, including building material inventory and payments
 - Increased revenue and productivity with project quotations, contracts and schedules
 - Developed positive relationships with stakeholders such as clients, designers and facility managers in a fast paced firm
- 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
 - 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
 - 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**
UNSW CREATE
- Implemented new design aesthetics for society logos, newsletters, business cards and event banners using photoshop and indesign
 - Established society presence online through custom designed promotional material
- 2017 - 2018 **Marketing and Publications Director**
UNSW Food Lovers Society
- Directed, produced and marketed promotional video for society camp
 - Managed social media platforms and distributed society newsletters with Mail-chimp
 - Planned and launched digital marketing campaigns for over 12 events
- 2017 **Peer Mentor**
UNSW - Built Environment Student Association
- Developed mentee's technical and creative skills in Photoshop and Auto-Cad
- 2016 - 2017 **Undergraduate Student Representative**
UNSW - Built Environment Faculty Board
- Active contribution in faculty meetings to strategise for built environment faculty plans
- 2016 - 2017 **Marketing and IT director**
UNSW - Save the Children Action Group
- Improved UI design for society website to generate traction from sponsors
- 2016 - 2017 **Secretary**
UNSW - Fashion and Beauty Society
- Organised yearly event calendar and documented meeting minutes

Extra-curricular Activities / Awards / Professional Training

- February 2020 **UNSW - Built Environment Dean's Merit List**
- 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**
- 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
- 2016 - Present **Touch Football**
Peakhurst Touch Association Summer and Winter Competition