ANDREA LING

PROJECT MANAGER • DESIGNER

Experience

At Wizlearn Technologies Pte Ltd, Singapore

ASSISTANT MANAGER Feb 2020 – Present

Manage the design team's project schedules and resources. Smoothly transit team to Work from Home arrangement while meeting tight deadlines.

Refine system for allocating and tracking tasks for the design team.

Organise information from managers to the design team to ensure designers have all the information they need to work efficiently.

Work closely with various stakeholders to facilitate the content creation process, train and onboard offshore designers, as well as mentor new staff from other teams on current processes and workflows.

TEAM LEADER Mar 2016 – Jan 2020 (3 years+)

Smoothly led and trained an entire team of 10 designers (excluding interns) to produce quality content that consistently met deadlines.

Helmed the recruitment of local designers and interns to expand the team.

Art-directed for a majority of the elearning content (over 57 modules per month).

Created a standardised system of processes and workflows to allow for easier transfer of project files between designers.

Developed and implemented a file naming/organisation system for storing design files. This ensured proper documentation and allowed for edits at a later stage with no downtime required.

Revamped communications channel so that project information is consolidated and all stakeholders involved are kept in the loop. This saved countless hours of recommunicating information to various stakeholders and resulted in lesser miscommunications (previously, communication was fragmented - in different chatgroups and private messages).

ARTIST-SENIOR ARTIST Jan 2011 – Feb 2016 (5 years+)

Created user guides for knowledge transfer to junior designers. Coached junior designers.
Created a variety of elearning content, design materials (brochures, marketing collaterals) etc.

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https://andrealingsh.github.io/Portfolio-/

Education

BA (HONS) GRAPHIC DESIGN, 2009
University of West England (Bristol)

DIPLOMA IN MOVING IMAGES, 2008
Temasek Polytechnic Design School

GCE 'O' LEVELS, 2004 (Triple Science Stream)
Paya Lebar Methodist Girls' Secondary School

Skills

Project Management
Art Direction
Elearning Content Creation
Illustration
UI/UX Design

Tools

Articulate Storyline/Rise
Adobe Illustrator
Adobe After Effects
Adobe Animate (Flash)
Adobe Photoshop
iSpring
Microsoft Powerpoint
Figma
Unity