

Melody Chan-Yoeun

Irvine CA, 92612

916-502-6981

MELODYCHANYOEUN@GMAIL.COM

EXPERIENCE

Production Technician — UC Irvine-Department of Film and Media Studies, Irvine

SEPTEMBER 2023 - PRESENT

- Created and designed marketing materials, such as fliers, web articles, and social media posts, that aligned with brand guidelines and target audience preferences for events using Adobe and Canva softwares
- Managed camera equipment inventory and facilitated checkout process for customers, ensuring seamless transactions and providing technical assistance

Gallery Guide — UCI Langson Institute and Museum of California Art, Irvine

JULY 2022 - PRESENT

- Engaged with diverse publics and provided comprehensive information about the art, artists, exhibitions on view, and the museum's institutional context
- Oversaw group visits, facilitating engaging discussions on exhibition highlights and fostering an enriching visitor experience
- Enforced museum protocols, ensuring the security of exhibited artworks and managing opening and closing procedures

Marketing Officer — Cambodian Awareness Organization at UC Irvine, Irvine

JUNE 2022 - JUNE 2023

- Managed the organization Instagram account's posts, communications, and general online presence to engage with our community, represent our organization, and foster relations
- Produced weekly graphics aligning with organizational events such as weekly meetings, collaborative socials with other organizations, and fundraisers, ensuring cohesive visual representation
- Collaborated closely with the organization's board to strategize and develop content for all of its events

Office Assistant — UC Irvine-Department of Film and Media Studies, Irvine

SEPTEMBER 2021 - JUNE 2023

- Supported staff and faculty by performing various clerical tasks such as document scanning, inventory management, and database entry, ensuring efficient organizational operations
- Utilized Adobe programs and Canva to craft visually appealing posters, effectively promoting department events
- Provided front desk supervision, offering guidance and assistance to students and visitors tailored to their individual needs

EDUCATION

University of California, Irvine — Majoring in Art, B.A., and in Informatics, B.S.

SEPTEMBER 2020 - JUNE 2025

4th year, GPA 3.83

SKILLS

Professional Skills — Multi-tasker, can communicate and work well with others in a fast-paced environment, quick learner, meticulous, comfortable working in a public-facing position

Technical Skills — HTML, CSS, Python (Basic), SQLite (Basic), Java, Javascript, Microsoft Office, Figma, Canva, Photoshop (Basic), and Illustrator (Basic)

RELEVANT COURSEWORK

User Interaction Software, Human Computer Interaction, Foundations of Internet Art, Project Management