

Elaine Chen

Enthusiastic and adaptable recent graduate with a keen interest in digital media development, design and content creation. A passion for all things creative, and an eager team worker with exceptional organisational, time management skills, and good work ethic.



✉ elaine36c@gmail.com

☎ 0484 230 476

📍 Sydney, NSW

🌐 [linkedin.com/in/elaine-chen-b5460b118](https://www.linkedin.com/in/elaine-chen-b5460b118)

WORK EXPERIENCE

Graphic Designer Mwave

07/2019 – Present

NSW

Responsibilities

- Leading the redesign and testing of daily EDM campaigns in order to optimise click through rates, efficiency, and bring our branding in line with competitors.
- Day to day responsibilities include collaborating with the design, marketing, and product management teams to create graphics for EDMs, social posts, landing pages and website assets.

Head Teacher Code Camp

07/2018 – 07/2019

Sydney, NSW

Responsibilities

- Delivering programming lessons to children aged 6-12. Managing a classroom of up to 25 students, helping to resolve issues and making sure that each student is keeping up with course content. Generally ensuring that the camp is running smoothly.

Supervisor Chatime

12/2016 – 08/2019

Sydney, NSW

Responsibilities

- Managing and delegating tasks to teams of up to 6 people and training new team members. Performing inventory checks and managing stock. Ensuring all customer service standards are being met and providing a positive customer experience.

Account Manager SydneyWebDS

05/2016 – 10/2016

Sydney, NSW

Responsibilities

- Creating and editing content for client's websites, managing social media pages, and creating and scheduling content to promote user engagement.
- Managing operations for a team of up to 5 members. Liaising with clients and data entry or admin tasks. Keeping records and summaries of client files.

Graphic Illustrator YayDigis

08/2015 – 01/2018

Ohio, USA

Responsibilities

- Working remotely as a graphic designer and illustrator for an online browser game based in America. Required strong written communication with employers and creative team, the ability to consistently meet deadlines, and accept critique.

SKILLS

Customer Service

Adobe Creative Suite

Microsoft Office Suite

Sketch App

Web Design

HTML/CSS/JavaScript

Back-end Development (Java)

Digital Illustration

Graphic Design

Motion Graphics & Animation

Mailchimp

UI/UX Design

User Testing & Research

EDUCATION

Bachelor of Design Computing University of Sydney

02/2016 – 12/2018

Courses

- Visual Communication
- User Experience Design
- Web Transformations
- Data Structures
- Information Visualisation
- Web Design & Development
- Film & Digital Media Production
- Animation & Motion Design
- Design Process & Methods
- Design Programming

International Baccalaureate Diploma Programme Australian International School

01/2014 – 11/2015

INTERESTS

Gaming & Esports

Creative Writing

Visual Arts & Illustration

Technology

Animal & Environmental Welfare