

## KAI-TING CHAN (湛凱婷)

I am a recent graduate of UCLA's Master of Library and Information Science program, focusing on informatics. Seeking a position where I can maximize my UX/UI skill and website/app design experiences.

### EXPERIENCE

July 2015 - Present

#### Reviewer and monitor

*A Tribute to the Classic Movies, Facebook page*

1. Writes personal reviews on movies made before 1970s
2. Make gifs and photo collages for the page and other related social media
3. Fosters discussions with other community members and scholars on classic Hollywood and old movies with more than 4,000 likes and followers

Taipei, Taiwan

July 2019 - October 2019

#### Case Administration Specialist

*兆洋資訊*

1. Provide detailed responses for potential clients from around the world
2. Collaborate and analyze immigration cases with the international team
3. Conduct extensive research on US immigration law

Los Angeles, CA

January 2019 - June 2019

#### Conservation Intern

*The Fowler Museum*

1. Catalog donor gifts and museum objects with database Argus
2. Write Condition Reports using Photoshop, Bridge, and Word
3. Review and assess the objects after they are returned to the museum

Los Angeles, CA

October 2018 - December 2018

#### Information Intern

*The Getty Conservation Institute*

1. Research and Identify relevant Chinese literature from past GCI projects to be added to AATA Online
2. Create bibliographies and add metadata of GCI project-specific literature for the project's

archive

Los Angeles, CA

April 2018 - December 2018

#### Graduate Assistant Researcher

*UCLA Alan D. Leve Center for Jewish Studies*

1. Create detailed metadata for each sketch in The Sketchbook from Auschwitz
2. Utilize text analysis tool to annotate Holocaust survivors' interviews conducted by David P. Boder in 1946
3. Remodel Auschwitz's 3D map and compare it to the sketches

Los Angeles, CA

January 2018 - May 2018

#### Project Manager/Researcher

*Museo Egizio*

1. Conduct extensive research on museums globally and compare their apps pros and cons

### CONTACT INFORMATION

#### Email

kaimovies12@gmail.com

#### Phone

0905-508-302

### SKILLS

- Microsoft Office Suite
- Adobe XD
- Photoshop
- Illustrator
- HTML/CSS
- Python

### LANGUAGES

#### English

Advanced

#### Mandarin

Advanced

#### French

Intermediate

#### Japanese

Elementary

2. Conduct user research and collaborate with team members into creating the app prototype. It serves as a reference for the actual app that launches in 2019
3. Finalize reports to present to the clients

Paris, France

June 2015 - August 2018

**Social Media Intern**

*European Independent Film Festival*

1. Administrative duties, such as gather contact information globally, which results in establishing several partnerships
2. Produce and film promotion videos that encouraged individuals to submit their films
3. Manage social media and blog pages to increase participation

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**EDUCATION**

Los Angeles, CA

2019

**Master of Library and Information Science**

*University of California, Los Angeles*

Relevant Coursework: Data Curation & Policy, Digital Asset Management, Digital Humanities, Human & Computer Interaction, UX Design

Boston, MA

2016

**Bachelor of Science in Film and Television**

*Boston University*

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