

Kai-Ting Chan (湛凱婷)

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EXPERIENCE:

A Tribute to the Classic Movies, Facebook page

July 2015 - Present

Reviewer and monitor

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

兆洋資訊, Taipei, Taiwan

July 2019 - October 2019

Case Administration Specialist

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

The Fowler Museum, Los Angeles, CA

January 2019 - June 2019

Intern

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

The Getty Conservation Institute, Los Angeles, CA

October - December 2018

Intern

- Research and Identify relevant Chinese literature from past GCI projects to be added to AATA Online
- Administrative duties, such as maintaining and organizing documents
- Create bibliographies and add metadata of GCI project specific literature for the project's archive

UCLA Alan D. Leve Center for Jewish Studies

April - December 2018

Graduate Assistant Researcher

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

Museo Egizio, Los Angeles, CA

January - May 2018

Project Manager/Researcher

- Conduct extensive research on museums globally and compare their apps' pros and cons
- Conduct user research and collaborate with team members into creating the app prototype
- Finalize reports to present to the clients

European Independent Film Festival, Paris, France

June - August 2015

Intern

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

SKILLS:

Foreign Languages: Chinese (Native), English (Professional), French (Advanced), Japanese (Beginner)

Computers: Microsoft Office Suite, Photoshop, Adobe XD, HTML, CSS, Python

EDUCATION:

University of California, Los Angeles, CA

September 2017 - June 2019

Master in Library and Information Science

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

Boston University, Boston, MA

September 2013 - December 2016

B.S. in Film and Television GPA: 3.45/4.00