

Karen Lin

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EDUCATION

University of California, Berkeley

Degree: Bachelor of Arts in Comparative Literature, Music (GPA 3.86)

May 2016

Coursework: Structure and Interpretation of Computer Programs, Sonic Culture in China

SKILLS

Programming Skills: Python, HTML/XML/CSS/Javascript, SQL, Git, command line

Software: Adobe Photoshop, Illustrator, InDesign, Premiere Pro, AfterEffects, Lightroom, Madcap Flare

Languages: Proficient in written and spoken Mandarin Chinese

INTERNATIONAL EXPERIENCE

Multimedia Intern, Independent Digital

Dublin, Ireland, Jun 2015-Aug 2015

- Contributed footage for various video projects and curated multimedia content to generate website page views
- Created graphics for a weekly TV program and wrote technology articles

EXPERIENCE

Junior Technical Writer, Rakuten USA

San Mateo, CA, Jun 2016-present

- Document new features and conduct UI/UX and text reviews for upcoming releases
- Maintain and develop Python script used to generate documentation
- Write scripts, record voice-overs, and design animations for product demo videos

Technical Writer, AverLogic Technologies

San Jose, CA, Jan 2016-Jun 2016

- Wrote and edited product promotion documents and press releases to inform clients of new products
- Proofread and revised technical materials, such as datasheets, user's manuals, and product-related application notes

Multimedia Editor, The Daily Californian

Berkeley, CA, Jan 2016-May 2016

- Hired, managed and guided a team of 14 music producers and video journalists in producing daily video projects

Multimedia Assistant Editor, The Daily Californian

Berkeley, CA, Aug 2015-Dec 2015

- Produced clear, concise how-to documentation for the Daily Cal WordPress site user interface

Multimedia Web, Video, and Music Producer, The Daily Californian

Berkeley, CA, Sep 2014- Aug 2015

- Conducted research and published feature articles, data-driven infographics, and opinion columns
- Upload team members' videos to the WordPress site and research strategies for marketing videos on social media
- Film, edit, and publish videos and music clips for the Daily Cal YouTube channel at least once every 2 weeks

Marketing Writer and Webmaster, U Music Education Foundation

Fremont, CA, Jun 2014-present

- Design, write, and revise the school's website content, internal policies and procedures, biannual newsletters, internal surveys, brochures, social media posts, and other marketing materials
- Maintain the school's website with most recent schedules, photos, and news through File Transfer Protocol
- Translated documents between English and Chinese for students and parents

Summer Camp Teacher, U Music Education Foundation

Fremont, CA, Jul 2013, Jul 2014

- Directed 4 percussion classes of 12 1st-to-3rd grade students each during week-long summer camps
- Designed curriculum to increase students' comfort with stage performance and Chinese musical culture

Freelance Copyeditor

Fremont, Milpitas, CA, Jan 2012-present

- Review and revise college application essays, marketing materials, and other written projects for grammatical, style, or legal errors

Board Officer, Undergraduate Composers

Berkeley, CA, Aug 2014-May 2015

- Proposed and implemented new strategies for the growth of the club, including obtainment of student government sponsorship, rebranding, and drafting of the official club constitution
- Coordinated logistics of the end-of-semester concerts and publicized events through social media and flyers
- Led weekly club meetings with a team of three other officers and brought in faculty guest speakers and lecturers

Staff Writer, Black Sheep Magazine

Berkeley, CA, Jan 2013-Aug 2013

- Launched the UC Berkeley branch of the online college humor magazine with three other writers
- Published three 300-word articles and one 600-word article every week on the Black Sheep website to humorously inform readers of current events
- Distributed flyers, promoted articles on social media, and garnered more readership for articles

Private Tutor

Fremont, Milpitas, CA, Jan 2011-June 2015

- Explained and simplified concepts in English, science math, and percussion performance to middle and high school students
- Developed an eight-week curriculum to help three elementary and middle school students improve their reading and writing skills
- Edited student essays and compositions and provided feedback for improvement in structure and content
- Engaged students with literature through analysis and discussions
- Assembled vocabulary lists and wrote quizzes to test students' understanding of word definitions

ACTIVITIES

- Performed as a percussionist for two years with the UC Berkeley Symphony Orchestra
- Completed a 66-mile backpacking trek with Venture Crew 468 at Philmont Scout Ranch in August 2014
- Trained for two years with the UC Martial Arts Program
- Performed Chinese dance with Fei Tian Dancers at UC Berkeley