

KAYLIN LE

INFORMATION

✉ kaylinle@gmail.com
☎ (951)312-3622
🌐 kaylinle.github.io
🌐 linkedin.com/in/kaylinle/

SKILLS

01 Design

Adobe Illustrator Adobe Photoshop
Adobe AfterEffects Adobe InDesign

02 Technical

Languages:

Python Numpy QGIS
HTML CSS JavaScript

Other:

PC & Mac Platforms Microsoft Suite
Google Apps Jira & Confluence

03 Personal

Customer Service Organized & Punctual
Problem-Solver Team-player & High EQ
Curious & Gritty Fearless Nature

EDUCATION

University of California, Berkeley

B.A. Cognitive Science

2014 - 2018

Relevant courses include:

Web Design, Data Science, Structure
& Interpretation of Computer Programs,
Computational Models of Cognition,
Geospatial Data, & Big Data.

EXPERIENCE

MAY 2017 - PRESENT

Educational Technology Services

Design Lead & MakerSpace Supervisor

Leads a team of three, holds weekly meetings, delegates and oversees implementation of projects, and gives feedback. Works closely with supervisors and program managers. Conducts interviews and onboards new hires. Designs branding material for all of ETS which includes flyers, logos, print material, and branding packages. Develops workshops and researches new technologies to increase client base. 3D printed the most succulent holders.

JAN 2017- SEPT 2017

TheTalkList

Marketing Intern

Implemented customer targeting strategies and designed email blasts created in CustomerIO using HTML/CSS for 16,000+ users. Single handedly managed the AIESEC and Mobile App email campaigns from the ground up. Implemented A/B testing resulting in an 8% conversion rate increase. Designed and edited social media graphics, web layouts, and mobile interface using Illustrator and Photoshop.

AUG 2016 - MAY 2017

Educational Technology Services

Tech Consultant & Marketing/Design Member

Provided front-line IT support for 30,000 students under high stress situations. Assessed, analyzed, and troubleshoot client's technology issues in a professional and timely manner. Assisted clients with software, AV, and projector problems. Developed a facebook and campus outreach hiring campaign.

JUNE 2015 - AUG 2016

Institute of Governmental Studies

Student Assistant

Assisted library patrons in retrieving necessary reference material and led operation and maintenance of IT equipment. Provided customer service and technical support for over 20+ patrons an hour. Updated 150+ government municipal codes.

HOBBIES



Sports



Lifting



Skating



Dancing



Coffee



Reading



Sky-Gazing