



*Wanyi Ng*

*Graphic Designer*

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## *Skills*

### SOFTWARE

Adobe Creative Suite

Figma

Sublime Text

Bootstrap Studio

### LANGUAGE

Mandarin

Cantonese

Spanish

## *Work Experience*

CHINATOWN GASTROENTEROLOGY PC, NEW YORK, NY

*Receptionist*

*04/2021-Present*

- Adapted to a fast-paced work environment
- Checked-in patients for their appointments, registered new patients, and scheduled future appointments
- Translated for Spanish, Mandarin, Cantonese, and English speaking patients
- Checked patients' insurance eligibility; collected and logged payments
- Multi-tasked between completing tasks and answering phone calls from patients, pharmacies, and doctors
- Managed patient reports and forms; ensured documents were delivered to the institutions requesting documents
- Assisted the doctor and nurses during procedures when needed
- Maintained a sanitary work environment for procedures

FRIENDS OF THE HIGH LINE, NEW YORK, NY

*Green Council Leader*

*09/2017-03/2018*

- Mentored and served as a role model in professionalism and responsibility for new Green Council members
- Created and led activities to teach horticulture and food justice to the team
- Documented all occasions and created content for High Line Teens social media and blog posts
- Cared for local gardening projects throughout the season, including planting, harvesting, and selling grown produce to local communities
- Facilitated weekly meetings with the full Green Council group

*Youth and Family Programs Assistant*

*06/2017-09/2017*

- Assisted family programs on the High Line with art projects
- Encouraged families to participate within collective art projects
- Worked with a team to coordinate activities, food, and logistics for alumni events, as well as drafted surveys and e-mails for those events

## *Internship*

MUHLENBERG PUBLIC LIBRARY, NEW YORK, NY

*Intern*

*01/2016-05/2016*

- Completed tasks individually with little supervision
- Delegated participatory budgeting events focused on gaining public support to receive district-approved improvements to the facility
- Reported task updates to the manager
- Organized books

## *Education*

BACHELOR OF ARTS, MAJOR IN DIGITAL DESIGN

*The City College of New York*

*08/2017-05/2021*