

Sora Noh

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Education History

Diploma in New Media Design and Web Development
British Columbia Institute Technology - Vancouver, BC

January 2023 - Present

Diploma in Japanese Language - Seoul, South Korea
Jang An University

March 2008 - February 2010

Work Experience

Video Editor | Global College - Vancouver, BC
Part-time

May 2022 - Present

- Edit and enhance raw footage using industry-standard software (e.g., Adobe Premiere Pro, After Effect) to create polished and engaging course videos.
- Incorporate visual effects, animations, graphics, and music to enhance video content and maintain audience engagement.
- Collaborate closely with subject matter experts, educators, and instructional designers to develop video content that enhances the learning experience.

Administrative Assistant | Global College - Vancouver, BC
Full-time Permanent

June 2018 - May 2022

- Established and maintained an organized student records system for quick access.
- Provided prompt and exceptional support to the marketing department, enhancing the student experience.
- Demonstrated strong financial management skills, contributing to overall operational efficiency.
- Streamlined data management, including invoicing and database maintenance.

Sales Co-worker | IKEA - Richmond, BC
Full-time Permanent

May 2017 - May 2018

- Demonstrated an in-depth understanding of IKEA's product catalogue, including materials, specifications, and assembly instructions, to assist customers in making informed purchasing decisions.
- Contributed to maintaining the store's visual aesthetics by participating in the setup and rearrangement of displays, resulting in an inviting and organized shopping environment.
- Received consistent positive feedback from customers for exceptional service, leading to recognition as a best-customer services co-worker within the department.

Driver Dispatcher | Wowtasty - Vancouver, BC
Part-time

November 2016 - April 2017

- Managed daily orders, expenses, and fraud issues, ensuring financial accuracy.
- Led social media updates and advertising efforts to boost online presence.
- Provided top-notch customer service, addressing inquiries and needs promptly.
- Optimized inventory levels through proactive stock checks and supply management.

Shift Supervisor | Starbucks - Vancouver, BC
Full-time

January 2016 - April 2017

- Lead a team of baristas in providing outstanding customer service, ensuring a welcoming and efficient store environment.
- Conducted regular staff training and coaching sessions to enhance team performance and product knowledge.
- Managed store operations, including inventory management, cash handling, and equipment maintenance, ensuring compliance with Starbucks standards.
- Implemented safety and cleanliness protocols, maintaining a high standard of hygiene and sanitation in accordance with health regulations.

Additional

Language

Korean(Native), English, Japanese

Software

Adobe applications - Photoshop, Illustrator, After Effect, Premiere Pro, Indesign

Other Design applications - Figma, Wordpress

Programming Language

JavaScript - Intermediate

HTML - Intermediate

CSS - Intermediate

Reference

Kei Lee, Director

Global College

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Mason Uim, Instructor

Global College

Phone: +1 604-754-5530

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Contracted Project

EV Customer Interview Video | Go Electric - Calgary AB

Video Filming and video editing

Webflow Website | Vancouver Healing and Counseling Centre

Web design and development