

Sara Yan

3A Waterloo Global Business and Digital Arts | 20524442



sara.yan308@gmail.com

www.sara-yan.com

647 - 865 - 4763

Technical Skills

Confident With

Adobe Creative Suite
Processing
JustInMind
Proto.IO
Balsamiq
AutoCAD
Microsoft Office

Comfortable With

HTML
CSS
XML
Java
Wordpress

Familiar With

JavaScript
Bootstrap
jQuery

Interpersonal Skills

Orally fluent in
Cantonese

Strong ability to
manage and adapt
to group dynamics

Technical Work Experience

- ◆ 05/15 **Web Master, Italian Contemporary Film Festival**
3 Months, Toronto, Ontario
 - Designed and created ~34 pages that integrated well with the rest of the overall design
 - Revised and maintained ~47 pages of content for their website using the Wordpress user interface, HTML, and CSS
 - Collaborated directly with a team of designers and developers to enhance the website

Notable Projects

- ◆ 10/15 **Quote Through, Interactive Android Application**
 - Created an interactive android application using Java and XML
 - Provide users an interactive, creative and engaging interface to help them navigate through the stages of grief

Work Experience

- ◆ 05/14 **Crew Member, McDonald's Canada**
15 Months, Toronto, Ontario
 - Clearly communicated with team members to maximize efficiency in a fast-paced environment
 - Maintained customer satisfaction and engagement by providing quality service with fast serving times
- ◆ 09/14 **Referee, University of Waterloo Campus Recreation**
9 Months, Waterloo, Ontario
 - Confidently managed the quick and fast-paced environment while enforcing the rules of volleyball
 - Stimulated a controlled level of competitiveness, fun, and safety weekly
- ◆ 05/13 **Rowing Coach, Bayside Rowing Club**
4 Months, Toronto, Ontario
 - Educated and coached beginner rowers to the fundamental terminology, equipment, and techniques on a weekly basis
 - Took initiative to assess and prioritize daily and weekly tasks that affected the performance of the club

Education

- ◆ 09/13 **Candidate for Bachelor of Global Business and Digital Arts**
University of Waterloo, Waterloo, Ontario
 - Anticipated graduation year: 2017
- ◆ 09/13 **Certified Associate in Project Management candidate**
 - Anticipated examination year: 2017