

Sharon Duan

Mountain View, CA, 94041

I am an entry-level web designer and I am seeking an entry-level position in web, UI/UX design.

Summary

Skills: HTML5, CSS3, Visual Design, UI/UX design, Website Management, Graphic Design, SEO, Consumer Insight Data Analysis

Technology: Wordpress, Drupal, Dreamweaver, SPSS, NodeXL, Netsuite

Languages: English (Fluent), Chinese (Native), French (Limited)

Education

Web and Interactive Media Design	01/2015-present
University of California, Santa Cruz Extension California, USA	
Master of Arts, Communication, Culture and Technology	08/2011-05/2013
Georgetown University Washington DC, USA	
Bachelor of Arts, Public Relations & English	09/2007-07/2011
Donghua University Shanghai, China	

Certificates

Asian Studies	08/2011-05/2013
Georgetown University Washington DC, USA	
WTO, International Trade and Development	06/2012-07/2012
The Graduate Institute of International and Development Studies Geneva, Switzerland	

Professional Experience

Better Chinese, LLC Palo Alto, USA	12/2013-02/2015
Project Development Coordinator	
<ul style="list-style-type: none">Planned, designed and managed the submission of 6 programs for textbook state adoption. Built connection with more than 200 state coordinators or local school districts; prepared adoption materials and standards alignments on schedule.Initiated and managed the development of online teacher training project; created the website user-flow; collaborated with marketing and technology teams on the front-end and back-end building; provided technical assistance to address customers' concerns.Edited videos and content; assisted in quality assurance for online and printed materials.Designed conference presentations using PowerPoint and Prezi.Customer data analysis using NetSuite database.	
[Wherever] Magazine New York City, USA	09/2013-12/2013
Marketing and Communications Intern	
<ul style="list-style-type: none">Identified and contacted 20+ advertisement buyers and potential business partners.Researched magazine awards information and coordinated with contributing writers. Collaborated with the marketing team to implement events.Developed and executed daily social media strategy for Facebook and Tumblr.	

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Washington, D.C. Mayor's Office, Asian and Pacific Islander Affairs

01/2013-05/2013

Communications and Event Coordination Associate

- Conducted Asian communities outreach and collaborated with the planning for the Lunar New Year reception and Asian American and Pacific Islander Heritage Month. Reached out to guests, reviewed speech content, designed the events flow and secured the venue to ensure maximum success.
- Cooperated with the manager for the Mind Your Business project. Reached out to school for cooperation with the project and assisted governmental workshops for small business owners.
- Created strategies to improve communications and helped the local communities understand the government's new regulation.
- Analyzed and helped to address legal cases for residents dealing with banks.

Fromzine Magazine | Washington DC, USA

08/2012-12/2012

Assistant Editor

- Edited online and paper issues; wrote monthly nationwide events, books and movie summaries.
- Successfully increased audiences from 100 to 400 on Facebook by reaching out to different kinds of groups and content strategies; writing content summaries on social media platform.

Embassy of Costa Rica | Washington DC, USA

05/2012-07/2012

Communications and Event Coordination Intern

- Coordinated ambassador's event to support young talented Central American musicians. Conducted outreach to media and catering. Served as the main contact person for the counselor's concert event to rebuild the fame of Costa Rican music.
- Designed event brochures, invitation letter, flyer and booklet; created the Costa Rica Association's logo.

EarthRights International | Washington DC, USA

01/2012-05/2012

Research & Graphic Design Intern

- Researched on human rights and environmental protection issues in Myanmar.
- Designed brochures, flyers and info graphics. Adapted design concepts to fit the needs and ideas of the Myanmar movement and the Congress law petition.

Travel Experiences

Asia (China, South Korea, Thailand), Europe (France, Germany, Switzerland), Americas (Brazil, Mexico, USA)