SHARON DUAN

sharonduan.com

Skills HTML/CSS/JavaScript/PHP

Concept Creation

Information Architecture

UI/UX Design

Visual Design

Website Management

Consumer Insight Data Analysis

Tools Wordpress/Drupal

Dreamweaver

Adobe Creative Suite/Sketch

GitHub Bootstrap

InVision/FluidUI

Balsamiq/Justinmind

Education Web Design

University of California, Santa Cruz Extension | California, USA

M.A., Communication, Culture and Technology

Georgetown University | Washington, D.C., USA

Professional Experience

Phlint | San Francisco, USA

09/2015-10/2015

UX Designer

• Chief UX designer for Phlint dashboard which visualizes the retail data to help companies to understand their customers better and to optimize marketing and increase sales.

Better Chinese, LLC | Palo Alto, USA

12/2013-02/2015

Business Development Coordinator

- Managed the textbook state adoption process. Built connection with more than 200 state coordinators or local school districts.
- 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.

EarthRights International | Washington, D.C., USA

01/2012-05/2012

Research & Graphic Design Intern

- Designed communications materials.
- Researched on human rights and environmental protection issues in Myanmar.

Embassy of Costa Rica | Washington, D.C., USA

05/2012-07/2012

Communications and Graphic Design Intern

- Designed event brochures, invitation letter, flyer and booklet; created the Costa Rica Association's logo.
- Coordinated ambassador's event to support young talented Central American musicians.

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.
- Assisted governmental workshops for small business owners.
- Organized events to help local communities understand the government's new regulation.