

# TINGTING (TINA) TAN

## CONTACT DETAILS

Email:  
tingtingtan819@gmail.com

Cell: (573) 825-4633

LinkedIn:  
<https://www.linkedin.com/in/tingtingtan/>

## SKILLS

- User-centered design
- User interview
- Wireframing, prototyping
- Social media
- Videography with DSLR
- Audio production
- Teamwork

## Programming languages

- CSS, HTML, D3
- JavaScript (basics)
- SQL (basics)

## Software

- Google Analytics
- Figma
- Adobe Suite:
  - Premiere Pro, Audition,
  - Indesign, Photoshop,
  - Lightroom, Illustrator,
  - Dreamweaver
- Canva
- Microsoft Office Suite:
  - Excel, Word, PowerPoint
- Google Doc, Google Drive
- Tableau / ArcGIS
- DB Browser
- Atom, GitHub
- WebStorm
- SPSS

## Language Competency

- English
- Mandarin
- Cantonese

## EDUCATION

### Northwestern University Medill School | Chicago, San Francisco

Master of Science in Journalism (Media Innovation & Content Strategy)

GPA: 3.97/4.0

Expected graduation: September 2021

### University of Missouri | Columbia, Missouri

Bachelor of Journalism in Convergence Journalism

GPA: 3.8/4.0

Honor: Magna cum laude

August 2018 - July 2020

### Communication University of China | Beijing, China

Bachelor of Arts in Communication

GPA: 3.7/4.0

September 2016 - July 2020

## EXPERIENCE

### Content/Product Intern

#### BestReviews

San Francisco, CA | June 2021 - Present

- Planned and led a user research study to understand BestReviews' audiences and their interests in the brand
- Conducted a research survey of BestReviews email subscribers that received 300+ responses within a week
- Conducted user interviews independently to gain an in-depth understanding of consumer shopping behavior
- Advised the product, editorial, and marketing teams on how to improve user experience and engagement, boost reader retention rate, and raise brand awareness

#### Co-Founder, Project and Product Manager

##### Together, NUvention Web+Media

Evanston, Illinois | January 2021 - June 2021

- Led a team of software developers and designers to research, develop and launch an MVP for Together, a habit incubator app, within 6 months
- Conducted weekly user interviews and prototype testing to understand customer needs and improve user experience
- Led the marketing research in the project, including competitor analysis and value proposition definition
- Pitched the demo to an advisory board of 20+ entrepreneurs and investors

#### Audience Engagement Consultant

##### Block Club Chicago

Chicago | March 2021 - June 2021

- Conducted in-depth research and analysis on Block Club Chicago's Google Analytics data to understand its readership and audience engagement performance
- Pitched content strategy recommendations to the editorial team regarding improvements on email newsletters, SEO and search ranking, website design, revenue strategy, and technical settings

#### Reporter

##### Medill News Service

Columbia, Missouri | Chicago, Illinois | September 2020 - March 2021

- Pitched, reported and wrote community, election and business stories on weekly deadline-driven cycles

#### Business Reporter

##### Missouri Business Alert

Columbia, Missouri | January 2020 - May 2020

- Researched the economy and major industries in small towns with a population around 2,000 and produced multimedia stories for the "Outstate" entrepreneurship program
- Oversaw a team of 4 journalists in reporting on the wine industry and tourism in Hermann, Missouri

#### Multimedia Journalist, Editor, Producer

##### KOMU 8 News (NBC station), KBIA (NPR station)

Columbia, Missouri | August 2019 - July 2020

- Assisted in the creation of KOMU8's start-up OTT streaming service; collected and produced video assets, including a new original talk show "Backstory".
- Pitched and produced in-depth business and community stories on deadline-driven cycles every 2 weeks
- Wrote scripts for a 4-piece multimedia package with audio / video, text, photo, and social media elements like Instagram story and Facebook video
- Wrote scripts, edited and produced for "The True/False Podcast", the behind-scene stories of film-making
- Interviewed and produced for a COVID-19 special program "Where You're At" to check in with mid-Missouri residents about their physical and mental health under the shelter-in-place orders
- Coached a 3-4 person reporting team to develop a 4-piece story package every 2 weeks