

# Wai Sze Chan Viola

IT ASSISTANT

## Personal Info

Email  
violawschan@gmail.com

Phone  
9149-7002

## Skills

Audio production and editing  
Video production and editing  
Ability to learn quickly  
Teamwork skills  
Problem-solving

## Software

Pro tools  
Adobe Premiere  
Microsoft Office  
MySQL  
MacOS & Windows  
Tricaster

## Languages

Cantonese  
Mandarin  
English

## Hobbies

Badminton  
Piano  
Hiking

Engineer with 10+ years of experience working with audio and video, familiar with production. Willingness to learn and good at problem-solving.

## Work History

2013/05 – 2024/08	<b>Senior Sound Editor</b> <i>Cinedigit Sound Limited   TKO</i> <ul style="list-style-type: none"><li>Mixed and edited audio.</li><li>Communicated with clients to better understand and fulfill their needs and expectations.</li><li>Outputted and exported audio and video to different formats according to clients' needs.</li><li>Setup microphone and prepared recording sessions.</li><li>Operated and troubleshoot sound systems.</li><li>Worked with other teams to ensure project quality and on schedule.</li><li>Demonstrated respect, friendliness, and willingness to help wherever needed.</li></ul>
2011/10 – 2013/03	<b>Intern Assistant Producer</b> <i>DingDingTV   Santa Clara, California</i> <ul style="list-style-type: none"><li>Helped set up recording sessions.</li><li>Used Tricaster system to record both audio and video for interview programs.</li><li>Hosted and live-stream seminars.</li><li>Sorted, organized, and maintained files.</li><li>Analyzed problems and worked with teams to develop solutions.</li></ul>

## Education

2007/09 – 2012/08	<b>Broadcast and Electronic Communication Arts, Bachelor of Arts</b> <i>San Francisco State University   San Francisco, California</i>
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## Courses

2024/10	Udemy: IT Fundamentals – Everything you need to know about IT
2024/12	Udemy: The Complete Full-Stack Web Development Bootcamp