

# Angela Tran

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## HIGHLIGHTS OF QUALIFICATIONS

- Excellent time management skills as demonstrated by balancing academic activities with occupational experiences as well as extracurricular endeavours
  - Exceptional leadership skills applied through managing and coordinating coworkers
  - Effective interpersonal skills as established by collaborating with a variety of team members
  - Communication skills polished by acting as a liaison with the university community
  - Self-motivated, proactive, and keen attention to detail
  - Proficient in using Microsoft Office, Final Cut Pro, Adobe Photoshop, Illustrator & InDesign
  - Experience with HTML, CSS, JavaScript, JQuery, PHP, ActionScript 3, Adobe Dreamweaver, Wordpress
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## RELEVANT EXPERIENCE

- Web, Media & Communications Manager**, York University November 2013 - December 2013
- Consulted with faculty and staff to ensure all require information was available
  - Learned required software to complete the department's webpage to be user-friendly for all staff and faculty
  - Worked independently coding the website with CSS, HTML and JavaScript to execute the design
  - Developed webpages with CMS allowing multiple users to input content
- Web Designer & Graphic Designer**, Aboriginal Head Start January 2012 - May 2012
- Collaboratively consulted with client to gain an understanding of their needs
  - Brainstormed and designed webpages that abided by brand guidelines and creative briefs of the client
  - Worked independently coding the website with CSS, HTML and JavaScript to execute the design
  - Interacted with the client to set up usability and expert tests
  - Presented final project to client and received feedback on the client's requirements
- Web Developer Intern**, Fusionology June 2012 - August 2012
- Worked with a team to create wireframes, comp designs with the client's needs
  - Researched types of web programming to efficiently create a fast loading web page
  - Created webpages with CSS, HTML, JavaScript, and jQuery to execute client's portfolio site
  - Designed logos for clients for their personal usage
- Peer Educator**, University of Toronto Scarborough Sustainability September 2010 - June 2013
- Talks to students about sustainable resources around the campus to create a more sustainable community and campus
  - Maintains communication with other organizations for events and collaborations
  - Researches information about plastics and other sustainable material to create information displays to discuss with students
  - Designs posters and other promotional material to help market events for the university
- President**, Shutterbugs Photography May 2011 - April 2013
- Delegates tasks to the executive team to provide structure throughout the organization
  - Overlooks all events and projects to ensure proper time management
  - Acts as a liaison with other school organizations to create a relationship with the community
  - Operates the administrative tasks for the club such as filling out paperwork, photocopying documents, recruiting members, and organizing data on spreadsheets

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## EDUCATION

### Certificate New Media

2011-2012

Centennial College

- Design for New Media
- Project Development & Presentation
- Application Software for Interactive Design
- Digital Fundamentals
- Interface Design, Navigation & Interaction

Academic Projects: Optimized social Media resources to create interactivity and promotion for websites. Worked with HTML, CSS, JavaScript and other programming languages to create websites. Developed a company website with a client with the approvals of a scope statement, wireframe, design comps as well as the final website product.

### B.A Honours New Media, Studio Art

2009-2013

University of Toronto

- Design in Visual Culture
- New Media Senior Project
- Photography & Video
- Critical Writing
- Digital Studio Practice

Academic Project: Worked with Photoshop to create designs for posters and banners for both print and web. Designed a basic website layout through the usage of Adobe Dreamweaver with knowledge in HTML, CSS and JavaScript.

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## AWARDS

- Gordon Cressy Student Leadership Award 2013  
Obtained for outstanding volunteering and leadership activity at The University of Toronto
  - Riverdale Community Service Award 2009  
Obtained for excellent leadership skills showcased through community activities
  - Kevin Yedon Volunteer Award 2008
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## INTERESTS

- Analog Photography
  - Digital Photography
  - Photoshop
  - Project Management
  - Web Development
  - Social Media
  - Event Planning
  - Creative Writing
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REFERENCES AVAILABLE UPON REQUEST