



# Tiffany Peng

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## OBJECTIVE

A part-time placement in order to earn experience and gain knowledge in new environments and in the workplace as well as learn new things and gain proficiency in a variety of duties.

## EDUCATION

*York University (2013-)*

- Design, Bachelor of Honours

*York Mills Collegiate Institute (2010-2013)*

- Graduated with Honours
- Proficiency Award in Digital Arts

## EMPLOYMENT HISTORY, EXPERIENCES, COMMUNITY

*Freelance illustration and design, Self Employed (2012-present)*

- Projects include creating promotional posters and fanwork illustrations for clients

*Club Head of Stage Crew, York Mills Collegiate Institute (2012-2013)*

- Management of completing multiple tasks performed backstage during shows and performances, recruitment of and leading, directing, and communicating with groups

*Secretarial work for Wego Gourmet Coffee (2014)*

- Composing mail, setting up phone calls, scheduling, and organization of documents to setup this budding company

## ATTRIBUTES

- Organized
- Problem solver
- Open-minded
- Quick learner
- Careful
- Punctual
- Diligent and responsible
- Good communicator

## COMPUTER SKILLS

- Technologically flexible; may switch between PC and Mac with ease
- Efficient with graphic software such as Adobe InDesign, Photoshop, Illustrator
- Familiar with web coding; HTML/CSS
- Some Java programming
- Well-versed in office programs such as Microsoft Office, etc.
- Generally proficient

## LANGUAGES

English

- Can speak, read, and write fluently

Mandarin

- Can speak and understand semi-fluently

French

- Able to read and understand most terms

## INTERESTS + MISC.

- Decor experimentation
- Blogging and social networking
- Illustration and design

I have a broad knowledge of a bit of everything, and as mentioned, I am also quick to learn. With enough work combined with what I already know, I can become a great asset to your team.

*Graphic Design work: <http://tiffanypeng.co.vu>*

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