

# Emily Zhang

## EDUCATION

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### LIM College

2016 – 2020 | New York, NY

Bachelors of Business Administration in Visual Studies

- Relevant Courses include 3D Digital Design, Advanced Graphic Design, Visual Presentation
- *Advanced Proficiency in Adobe Creative Suite & Sketchup. Novice in After Effects, Premiere Pro & 3D Studio Max*

### University for the Creative Arts

January – May 2019 | Greater London Area

*Fashion Promotion & Imaging Course*

- Co-directed and produced a 30-second advertisement proposal for Heist Studios using Premiere Pro
- Designed and developed 3D Fragrance Bottle for Whistles using *Adobe Sketch* and *3D Studio Max*

## WORK EXPERIENCE

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### Rebecca Taylor

New York, NY | May 2019 – August 2019

*Technical Design Intern*

- Compared samples against product specifications for construction and measurement, adhering to in-house quality standards
- Entered fit comments taken during fittings onto Shared Drive for senior technical designers to view
- Assisted in creating tech packs by adding details on garment construction and making corrections

### Black & White Element, Inc.

NYC | London | February 2016 – March 2019

*CEO & Designer*

- Designed jewelry collections from hand sketches to be used for production
- Outreach via phone call and email to source talent for design projects and sample sales
- Created and updated Excel spreadsheets to organize inventory and sales
- Worked with clients directly to fulfill custom orders, which are immediately processed

### Cynthia Gale New York

New York, NY | June 2018 – September 2018

*Digital Marketing Intern*

- Created digital graphics for all social media platforms including Instagram, Twitter, Facebook
- Prepared moodboard and inspiration for upcoming photoshoots that cater to different demographics
- Creatively composed social media and blog posts that align with company's branding and imaging
- Managed and posted appropriate content for 6 social media accounts to increase Instagram following by 1,000

### Excelsior Merchandising Group

Macys, NY | September 2018 – December 2018

*Merchandising Coordinator*

- Designed appropriate visual displays to increase sales for clients by maintaining merchandising standards
- Provided verbal and written communication regarding each client's service reports
- Supported clients such as Bespoke and Itochu to ensure proper inventory & minimal backstock in retail stores

## RELEVANT SKILLS & EXPERIENCES

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**Languages:** Conversational Chinese (Cantonese & Mandarin)

**Design Programs:** Adobe Photoshop, Illustrator, InDesign, Premiere Pro, Apple Final Cut Pro X, SketchUp, 3D Studio Max

**Computer:** Microsoft Office (Excel, PowerPoint, Word), Social Media Platforms (Tumblr, Instagram, Facebook, Twitter), Mailchimp, Buffer, Shopify