

Zhang Jiajing

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Portfolio Link: <https://janart101.wixsite.com/portfolio>

Education

Aug 2016 - Present **Nanyang Technological University** Singapore
Bachelor of Fine Arts (School of Art, Design and Media)

Internship Experience

Jun 2019 - Jul 2019 **Feet Care Private Limited** Singapore
Marketing Assistant, Graphic Designer

- Designed poster, flyer, banner, packaging and infographic.
- Created content, maintained and did creative strategy planning for social media platforms such as Facebook and Instagram.
- Assisted in product research.
- Assisted in data analytics for marketing.
- Assisted in event planning for the company's event.

May 2018 - Aug 2018 **Chan Ya Jewelry Private Limited** Xiamen,
Assistant Jewelry Designer China

- Content creation for branding.
- Assisted in product research.
- Designed a series of jewelry products such as necklaces
- Assisted in the company's event execution.

May 2017 – Jun 2017 **Big World Advertising Private Limited** Xiamen,
Assistant Graphic Designer China

- Assisted in product research.
- Designed packaging for products such as snacks.
- Assisted in character design for mascot.

Scholastic Achievements/Extracurricular Activities

Jan 2012 - Present

School Contributions

Singapore

Chairperson of NTU CAC Traditional Taekwondo

- Maintained good relationships and liaised with school officers, other student leaders and instructors.
- Worked with vice-chairperson and all committee members to ensure everything runs smoothly.
- Made long and short term plans for the club, monitored and controlled progress.

Member of NTU Astronomical Society

Event Committee Member of NTU CAC Traditional Taekwondo

- In-charge of planning and executing club's events.
- In-charge of grant proposals, risk assessment and post-event reports.

Logistic Committee Member of NTU CAC Chinese Orchestra

- In-charge of booking training venue.
- Kept track and maintained club assets regularly; ensured the assets are stored safely and orderly
- Conducted stock take.
- Returned all the assets to storage place.

Captain of HCIS (Hwa Chong International School) Guzheng Club

- In-charge of planning, rehearsing and executing performance.
- Monitored and helped with club member's training process.

Member of HCIS Fencing Club

- Monitored and helped juniors with their training practice.

May 2014

HCIS Business Event

Singapore

Business summary: Each Team had one month to prepare, sold products at their venue during the two-day event.

- Helped to come out with business idea, validated the idea.
- In charge of interior design for soft decoration for the venue.
- Helped to attract customers.
- Worked as treasurer to plan budgets for teams, collected payments from customers. Kept records of team's finance.
- Finally our team earned 85% net income.

Sep 2012 - Aug 2019 **Awards/Prizes** Singapore

- Long Service Award for NTU Cultural Activities Club
- Bronze Honour Roll for YMCA Mandarin Speaking Awards
- Certificate of Credit for Australian Mathematics Competition

Jan 2012 - Oct 2014 **Community Services** Singapore

Volunteered at Umul Muta'alimin, Yogyakarta, Indonesia

- Taught local rural children English and art.
- Helped with home repairs such as painting and carpentry.

Volunteered at The Straits Times School Pocket Money Fund

- Distributed flyers, sold handicrafts to raise funds

Volunteered at National Kidney Foundation

- Took care of patients.

Volunteered at New Moon Khcycle

- Helped with registration, award ceremony.

Skill Sets & Proficiency

Office Productivity	Microsoft Word	Proficient
	Microsoft PowerPoint	Proficient
	Microsoft Excel	Intermediate
Multimedia	Adobe Photoshop	Proficient
	Adobe InDesign	Intermediate
	Adobe Premiere Pro	Proficient
	Adobe After Effects	Intermediate
	Adobe Illustrator	Intermediate
	TVPaint	Proficient
	Audacity	Proficient
	Google Sketchup	Proficient
	Unreal Engine	Intermediate
	Nuke	Intermediate
Autodesk Maya	Intermediate	
Non-technical Skills	Event Management	Basic
	Logistic Management	Basic
	Writing/Publications	Basic

Language Proficiency

Spoken English – fluent; Mandarin – fluent
Written English – average; Chinese – strong

Additional Information

Interests Calligraphy, Chinese Painting, Swimming