



BELINDA JIN

SKILLS

- Excellent computer software skills: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop, Dreamweaver, Flash, InDesign, Illustrator, Premiere, AfterEffects, Acrobat XI, Prezi, Wordpress, Adobe Experience Manager
- Knowledge in using social media outlets: Facebook, Twitter, Instagram, YouTube, Blogs
- Exceptional interpersonal skills with 4 years experience of customer service and office administration
- Experience in different kinds of business document writing, including professional business reports, newsletters, personal resume and cover letter for businesses and government agency
- Organized, flexible and punctual - always keeping track of jobs to be done
- Multilingual - skilled in English, Mandarin, and some French, both written and spoken

PROFESSIONAL WORK EXPERIENCES

Research Assistant/ Web Designer. Faculty of Education Simon Fraser University. (September 2016 - present)

- Maintaining and updating the website (www.modalresearch.com) for the Artistic Learning Research project through Adobe Experience Manager
- Integrating current content and new content (including video, photos, text and URLs) into the new research website
- Working with the MODAL Administration and other research assistants to improve user experience of existing content
- Researching and implementing everyday web-based mediums (e.g. blogs) as research tools
- Attending meetings and writing brief reports on the data analysis process
- Working on data organization and management. (e.g., labeling, filing, scanning, sharing)

Casual Early Childhood Educator. Simon Fraser University Childcare Society. (2015 – present)

- Observing and interacting with young child to ensure opportunities to learn through play
- Assisting the childcare staffs with duties in the childcare program
- Putting learning theory regarding young children to practice. eg cognitively, socially and emotionally
- Developing interpersonal skills and job responsibility in a team environment
- Designing a curriculum and Interactive Website (<http://zero.belindajin.com/>) to introduce Zero Waste in Childcare Society

Intern. Simon Fraser University Teaching and Learning Center. (September 2016 – December 2016)

- Developed a short blended workshop for instructors on MOOCs (Massive Open Online Courses) to their educational goals
- Brought Instructional design principles to real workplace practices
- Conducted high-quality blend MOOC courses and lesson plans for Post-Secondary school Classrooms to support learning and teaching
- Worked independently with Teaching and Learning Center curriculum design team on developing blended course content, learning activities, and assessments
- Practicipated in DEMOfest 2016: The SFU Experience of Teaching with Technology and introduced the current use of MOOC techniques in the blended format for both students and teachers.

MOOCEOLOGY Research Assistant/Designer. Simon Fraser University. (June 2015 – September 2016)

- Learned both Qualitative and Quantitative research
- Learned to use LightSide research tool to develop skills in test and build data
- Developed interpersonal skills and job responsibility working in a team environment
- Published academic pages and attended academic conferences
- Designed a logo for MOOCEOLOGY research team
- Designed a logo, a website banner, and some of website pages for The 7th International Learning Analytics & Knowledge site (<http://lak17.solaresearch.org/>)

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OTHER WORK EXPERIENCES

Graphic/ Web Designer (Freelance). (April 2015 - Present)

- Be able to work under a busy environment, as well as part of a team
- Estimate cost of materials and time to complete a design or product Work in a multi-disciplinary, fast-paced environment Prepare sketches, layouts, renderings and proofs for approval by clients
- Determine the medium best suited to the client's request and overall desired visual effect
- 1 year certification in multimedia and web development and 4 year Bachelor's Degree in Communication Media design working knowledge of Adobe Creative Suite (particularly Illustrator and Photoshop)
- Maintaining and updating the website own person blog site (www.food.belindajin.com)

Centerplate Concession StandLeader. BCPlace. (June 2013-September 2016)

- Multitasked by being the attendant on the self-serve machines and dealing with different customer concerns
- Dealed with difficult customers and offer excellent customer service in a professional manner
- Proved to be responsible in handling credit and cash transactions

Personal Peer Tutor. Simon Fraser University. (2010 – 2014)

- Assisted students with their academic studies (mainly in areas of academic writing planning, such as EASL courses, Academic Writing, Documentary Research, Design Communication and Collaboration)
- Edited students' academic papers and gave them feedback to improve their papers

Communications and Marketing Department Assistant. Douglas College. (September 2010 – June 2011)

- Assisted communications and marketing department to serve in their community partners
- Performed general administrative skills, such as data entry and answer phone calls
- Sorted and mailed pamphlets to outside parties
- Uploaded monthly statistical results

EDUCATION

M. Ed. in Educational Teachnology and Learning Design. Simon Fraser University, Burnaby, B.C., September 2015 - June 2017

PBD in Communication. Simon Fraser University, Burnaby, B.C., September 2013 - April 2015

BA in Communication. Simon Fraser University, Burnaby, B.C., September 2010 - October 2013

Diploma in General Studies. Douglas College, New Westminster, B.C., September 2008 – February 2011

BA of Financial Management. Heilongjiang University of Science and Technology, China, September 2007 – April 2009

OTHER REWARDS

- Certificate in Ethnical Conduct for Research Involving Humans Course on Research Ethnics (TCPS 2: CORE). November 2016
- Certificate in APEX Professional Development. Simon Fraser University. July 2016
- Certificate in First Aid Community Care - St. John Ambulance. August 2016 (renewed)
- Certificate in Multimedia and Web Development. University of British Columbia. April 2016
- Certificate in Responsible Adult in Child Care Settings Course. Westcoast Childcare Resource Centre. April 2016
- Certificate in Instructional Skills Workshop.Simon Fraser University. December 2015
- Certificate in International Teaching Assistant.Simon Fraser University. August 2015
- Certificate in Communication.Douglas College. September 2008 – October 2010