

# Joan Huang

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## EDUCATION

### **New York University**

*Student* | Integrated Digital Media Major

**Brooklyn, NY**

*September 2019 - Present*

### **Brooklyn Technical High School**

*Student* | Media Communications Major

**Brooklyn, NY**

*September 2016 - June 2019*

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## PROFESSIONAL EXPERIENCE

### **What's The Scoooooop**

*Shift Leader*

**Brooklyn, NY**

*February 2020 - Present*

- Acted as cashier, took orders, and served food and drinks to customers
- Developed conflict resolution skills amongst busy environment
- Maintained supplies and inventory throughout shifts
- Helped train and teach new employees

### **PokéBowl Station**

*Shift Leader*

**Brooklyn, NY**

*September 2018 - January 2020*

- Acted as cashier, took orders, and served food and drinks to customers
- Developed conflict resolution skills amongst busy environment
- Maintained supplies and inventory throughout shifts
- Helped train and teach new employees

### **Jump In Enrichment**

*Private Tutor*

**Brooklyn, NY**

*July 2018 –August 2018*

- Prepared lesson plans for students to get ahead in curriculum
- Reviewed material assigned by students' teachers
- Communicated with parents regarding their child's progress

### **Star America Preschool**

*Teacher's Assistant*

**Brooklyn, NY**

*July 2014 – July 2016*

- Assisted students with their classwork and homework
  - Monitored students in the classroom
  - Collaborated with peers in assisting students
  - Helped teachers prepare meals for students
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## SKILLS

### **Technical:**

Microsoft Office (Proficient)  
Autodesk Inventor (Certified Associate)  
Adobe Illustrator (Certified Associate)  
Adobe Photoshop (Certified Associate)  
Adobe Indesign (Proficient)

### **Languages:**

Cantonese (conversational)  
English (fluent)