

YIP WING YEUNG

Email: wingyeungy@gmail.com

PROFILE

Specialise in interface design, digital product design, graphic design, brand establishment, and social media campaigns. Equipped with skills in data analysis, strategy development, process mapping, and end-to-end project management within the realm of information systems. I am seeking opportunities in design to build innovative and engaging digital solutions that address business needs. Self Motivated & Prompt Learner. I am driven to meet criteria or project to ensure satisfaction. As a team player with communication and multitasking skills, I am confident in ability to collaborate effectively and contribute to the success of any project or team.

EXPERIENCE

Coles Group

Online and Service Team Member

November 2022 - July 2023 in Melbourne

- Processed online orders, resolved issues or complaints related to orders and maintaining accurate product information in the database
- Assisted department manager in maintaining compliance with Coles' visual merchandising, safety, compliance and inventory management standards
- Engaged with customers in the Checkouts and Self-checkouts area and ensured a smooth payment process

Friends International Immigration Consulting Ltd

Admin and Marketing Assistant (Part-time)

July 2020 - November 2021 in Hong Kong

- Managed and operated various social media platforms including Facebook, YouTube, WeChat, Xiaohongshu, etc.
- Created social media assets such as graphics, images, and videos for promotion and advertising
- Designed promotional brochures, presentation materials, and marketing collateral for relevant events and expos
- Assisted the administrative officer in handling logistics and admin tasks

Guangzhou Securities

Human Resource Intern

Sep 2017 - Dec 2017 in Guangzhou

- Provided support in the management of HR functions, including recruitment, training, compensation, performance appraisal, and employee relations
- Assisted IT technician in updating HR system and conducted basic processes and data testing
- Managed the official WeChat account and published company news
- Organised campus recruitment promotional activities and created graphic design such as advertisement, leaflet

EXTRACURRICULAR ACTIVITIES

Lot's Wife Magazine, Monash Student Association

Visual Editorial Coordinator

January 2023 - June 2023 in Melbourne

- Communicated with visual contributors to outline goals, themes, and visual elements for each edition
- Assisted in managing and organising the visual content library
- Participated in editorial meetings and brainstorming sessions

APPLICATIONS

Illustration
Photoshop
InDesign
Adobe XD
Figma
After Effects
Protopie
Cinema 4D
Wordpress
Microsoft Word
Microsoft Excel
Microsoft Powerpoint

SKILLS

Social Media Marketing
Graphic Design
UI Design
UX Research
Prototyping
Brand Establishment
Project Management
Process Mapping
Strategy Development
Campaign Design
Design Systems
Visual Design
Poster Design
Brochure Design
Flyer Design

EDUCATION

Monash University

Master of Design,
Interaction Design
2021 - 2023

University of Sydney

Bachelor of Commerce,
Business Information System
2016 - 2019

WEBSITE

www.yipwingyeung.com