

CHARLIE HUIYING TAN

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SKILLS

Presentation Design
UI/UX Design
Journey Mapping
Wireframing
Prototyping
Data Annotation
Detail-oriented
Collaborative
Flexible and adaptable
Effective Time Management

TOOLS

Adobe (Photoshop, Adobe XD, Indesign) Figma, Sketch, HTML
Microsoft Office Suite
(PowerPoint, Word, Excel)
Keynote, Google Slides

LANGUAGES

English
Mandarin
Cantonese

AWARDS

IDEA AWARD FINALIST 2018
IDEA AWARD FINALIST 2017
SAN JOSE STATE UNIVERSITY
PASEO PROTOTYPING
CHALLENGE FINALIST 2018

EDUCATION

San Jose State University / B.S
in Industrial Design
San Jose, CA | 2014 - 2018

EXPERIENCE

Radius Global Market Research - Presentation Designer

June 2022 - Present

- Design and create PowerPoint presentations for market research decks, data visualization, proposals, reports, infographics and marketing materials.
- Revised corporate templates for more modern aesthetic and improved usability.
- Managed & executed multiple projects at once, efficiently meeting tight deadlines and requirements.

Freelance Designer

August 2017 - Present

- Create custom PowerPoint/Google Slide/Keynote presentations and templates based on the client's visual branding guidelines and requirements. Translate business language, processes and more into engaging visual presentation slides.
- Designed reports, online flyers, social media banners, and marketing materials.
- Clients include: Small Businesses, Startups, Business, Real Estate, Loan Agents and Design Agencies.,etc

Apple via Advantis Global, Campbell - Language Curator

June 2021 - January 2022

- Focused on the aspects of Siri to curate, analyze, and QA data. Translated from Chinese to English user data for Siri Engineers to annotate.
- Ensured quality grading(90% or higher) and reacted to changing priorities quickly and efficiently.

Apple via e2f.Inc, Cupertino - Linguistic Specialist

June 2018 - June 2021

- Concentrated on the linguistic quality of Siri to track, annotate, and report linguistic issues.
- Interacted with Siri Chinese team and Engineers to help reproduce issues and test data.
- Helped NL Engineers to improve grading tools, annotation process, and improved guidelines for Siri.

Kiva, San Jose - Design intern

August 2017 - January 2018

- Designed internal communication materials, presentations, and online ads for Kiva San Jose and the Peninsula chapter.
- Produced multiple logos, graphic and interior designs and collaborated with colleagues on launching Kiva and eBay's online marketplace to assist small business owners get more sales.