



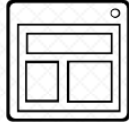
# OLIVIA NG

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## EDUCATION

STATE UNIVERSITY OF NEW YORK, UNIVERSITY AT BUFFALO, USA  
**Bachelor of Science (Honors) in Business Administration** May 2013  
Concentrations: Management Information Systems and Marketing  
**GPA: 4.00/4.00** Dean's List

## SKILLS



**WIREFRAME  
UI MOCKUPS**



**HTML/CSS/JS  
PROTOTYPE**



**USABILITY  
TESTING**



**RESPONSIVE  
DESIGN**

## EXPERIENCE

- + Freelance Graphic & Web Designer | Aug 2011 – Present
- + UI/UX Developer Intern, The Walt Disney Company, USA | Dec 2013 – June 2014
  - Conducted meetings with stakeholders, designed wireframes and UI mockups, developed prototypes and performed usability testing for beta applications for 4 projects (Agile software development method)
- + QA Analyst, Streamline Social Inc., USA | Aug 2013 – May 2014
  - Reviewed functional and design specifications of apps and communicated bugs to the development team
- + Web Designer Intern, T-Mark International Inc., USA | Aug 2013 – Nov 2013
  - Designed web pages with integration of UX, complemented with designs of email marketing campaigns
  - Presented creative strategies to the senior management, with support of proper technical documentation
- + Webmaster, Various Non-Profit Organizations | June 2013 – May 2014
  - Volunteered to design the overall feel of the website and web banners according to client specifications

## TECHNICAL SKILLS

### DESKTOP APPLICATIONS

Microsoft Access, Excel, PowerPoint, Project, Publisher, Word

### LANGUAGES

CSS3, HTML5, Java, JavaScript, PHP, SQL Plus, Visual Basic

### WIREFRAMING/UI MOCKUP TOOLS

Adobe Photoshop, Axure, Balsamiq, Mockflow, Pen & Paper (Sketching), Visio

### USABILITY TESTING TOOLS

Usabilla, Zurb

## OTHER WORK

Student Associate of Campus Dining and Shops, University at Buffalo, USA |  
Aug 2011 – May 2013

- Performed daily operations within time restrictions to maintain service efficiency and excellent customer service, which resulted in repeat business and an increase in revenue by 8% - 12% (average of \$1,500/day)

Project UnderOneRoof, Object-Oriented Analysis and Design with the Unified Process, USA | Jan 2013 – May 2013

- Created a web-based application to allow users to keep track of financial transactions among peers
- Designed and launched a prototype using Visual Basic while excelling in the project management aspects

Research Assistant, UB School of Management, University at Buffalo, USA |  
Sep 2011 – Dec 2012

- Provided research support in experimentation and literature review for multiple topics such as LIS and MIS

Organization Auditor, Varsity Company International LLC, USA | May 2012 –  
Aug 2012

- Took precautionary steps in analyzing data and auditing sales reports to avoid or disclose fraudulence in regards to administrative and warehouse management, which ultimately contribute to accurate financial statements

Marketing Intern, Varsity Company International LLC, USA | May 2011 –  
Aug 2012

- Managed own sales business during the summer while motivating first-year interns through effective leadership as a manager
- Ranked #5 *First-Year Intern* and #10 *Experienced Manager* respectively with sales volume of \$35,000 in 3 months

## VOLUNTEER ACTIVITIES

Main Coordinator, Better World Books Donation Drive  
*December 2012 – May 2013*

Secretary, Golden Key International Honor Society  
*September 2012 – May 2013*

Community Support Chairperson, UB Management Information Systems Assc.  
*September 2012 – May 2013*

Practice Interviewer, UB School of Management (Career Resource Center)  
*January 2012 – May 2013*

Peer Mentor (for students with disabilities), UB Young Adult Life Transition  
*September 2011 – November 2011*

## LANGUAGES

Fluent English  
Fluent Malay  
Intermediate Chinese – *Mandarin*  
Intermediate Chinese – *Cantonese*  
Intermediate Chinese – *Hokkien*