

Eleanor Wong

SUMMARY OF QUALIFICATIONS

- Over 3 years of customer service experience which has developed strong interpersonal and leadership skills
- Over 3 years of photography experience in both Sony and Canon camera systems
- Knowledgeable of Adobe Create Suite programs including Adobe Lightroom, Photoshop, InDesign, Illustrator, and Adobe Experience Manager
- Advanced knowledge of Microsoft Word, Excel and PowerPoint
- Proficient in campaign and event management programs including Mailchimp, Campaigner, Livewhale, and Eventbrite
- Experienced in working with social media platforms including Hootsuite, Facebook, Instagram and Twitter
- Skilled in utilizing research databases such as EBSCOhost, Pubmed and Google Scholar
- Advanced understanding of conversational Cantonese and intermediate understanding of written and conversational French

EDUCATION

Simon Fraser University, Burnaby, BC

September 2017 – Present

Faculty of Health Sciences – Bachelor of Science

Concentration in Population and Quantitative Health Sciences

- Minor in Kinesiology
- SFU Surrey Close to Home Award
- SFU Community Entrance Award
- Dean's Honour Roll (Fall 2019)

CREATIVE EXPERIENCE

Marketing and Communications Assistant

December 2019 – August 2020

Health & Counselling Services, Simon Fraser University, Burnaby, BC

- Effectively communicate services and programs to students through social media platforms such as Hootsuite, Twitter, Facebook and Instagram to increase clinic traffic
- Use Adobe Creative Suite to create attractive graphics, posters and social media visuals to advertise various events, programs and campaigns
- Support the organization of over 20 campus-wise events such as animal therapy, seminars, and art therapy to enhance student engagement and well-being
- Proficiently use programs required for remote work such as Asana, Slack, and Zoom to ensure open and consistent communication with other coworkers

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Health Change Lab

September – December 2019

- Conducted interviews with seniors, caretakers, community partners, and staff at Fraser Health, the City of Surrey, and other external stakeholders to identify a problem area pertaining to social connections in seniors
- Presented findings and potential solutions to community partners for feedback and suggestions to improve and further develop the final product
- Developed a sustainable and innovative solution to the identified issue using the process of Human Centered Design

Creative Director

October 2018 – Present

SYN Interactive, Vancouver, BC

- Consulted with clients to form a plan to bring their vision to life
- Took photos that best represent the business of purpose of the specific event
- Edited media using Adobe Lightroom in a timely manner for the business' advertisement use

Freelance Photographer

September 2017 – Present

Eleanor Wong Creative, Surrey, BC

- Provide photography services to clients such as individual, couple, and family portraits as well as event photography including weddings, corporate events, and birthdays
- Work effectively with business owners to capture images for their promotional use
- Proficiently use post-production editing software such as Adobe Lightroom and Photoshop
- Prepare images for web and efficiently distribute them to clients
- Manage website to ensure all offerings and portfolio items are up to date

Provincial Press Head

September 2016 – August 2018

Couples for Christ – Youth, Vancouver, BC

- Researched and wrote relevant content for Couples for Christ – Youth's Canadian website and blog to educate members about prevalent issues in the Catholic faith
- Organized promotional campaigns for the blog to encourage the youth to share their faith experience and to inspire other members
- Manages the website and blog to ensure that materials were updated to provide an accurate representation of the organization
- Gathered videos and photos to accompany written articles for the website

PORTFOLIO

<https://eleanorwng.wixsite.com/eleanorwongcreative>