



Yingdongjin “Cindy” Fang

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Education

Savannah College of Art and Design, Atlanta, GA 01/2016 - 12/2017
Master of Art in Advertising

Southern Polytechnic State University, Marietta, GA 08/2011 - 05/2014
Bachelor of Science in Technical Communication
Minor in Business Administration

North China University of Technology, Beijing, China 09/2009 - 08/2011
Bachelor of Art in English

Skills

Adobe Creative Suite: Photoshop, InDesign, Illustrator, and Dreamweaver

MS Office: Microsoft Word, Excel, PowerPoint

Programming: HTML, CSS, jQuery

Marketing: SEO, Social Media, Wordpress

Language: English, Chinese Mandarin, Japanese

Business Interpretation: English to Chinese and vice versa

Soft skills: Leadership, a team player

Experience

Founder - Oyoyo Studio 04/2016 - present
Successfully founded OYOYO Studio, independent web and application development atelier.
Provide effective and comprehensive customer solutions and unique user experiences for professional web and application product needs.

Localization translator - VMware AirWatch 05/2015 - 08/2016
Closely worked with product management to learn product offerings; interpreted and translated technical and non-technical documents.
Performed software testing and troubleshooting in order to verify translation accuracy; effectively communicated progress and project updates to the team.
Finalized daily tasks and successfully met projects deadlines; exceeded yearly performance goals and earned salary increase.

Project Assistant - Alston & Bird, LLP 04/2015 - 12/2015
Project Assistant for document translation and review of different cross-national litigation cases, such as the Chinese Drywall litigation, Hao Zhang indictment, Vringo v. ZTE litigation, and other in house projects with Alston & Bird Special Resources.

Communication Specialist - Valve Solutions, Inc 11/2014 - 04/2015
Edited website content for marketing purposes; updated and designed office material such as brochures and flyers; proposed and implemented cost cutting initiatives.
Supported customer order tracking procedures; contacted shipping agents in order to maintain status.

Southern Polytechnic State University
Web Designer 06/2014 - 12/2014
Assist Instructional designers in print and web graphics
Assist Media Specialist in video graphics

Office Assistant, International Programs 05/2012 - 05/2014
Supported international students and visiting scholars with language and culture barriers; assisted in writing and designing various critical documents.