Joann Marie Wong

Vallejo, CA 94589 | 707-396-6120 | oannwong@gmail.com

Highly creative, hard-working, and self-motivated professional positioned to contribute an exemplary level of artistry and expertise

TECHNICAL SKILLS: Adobe Creative Suite (specialization in Photoshop), Digital Illustration, 3D Modeling, Graphic Design, 3D Printing Technologies, Google Suite, Microsoft Office (Word, Powerpoint, Excel), Intuit Quickbooks Accounting Software

PROFESSIONAL SKILLS: Sharp Visual Aptitude and Creative Eye, Teamwork and Collaboration Oriented, Organized and Punctual, Detailed Clerical Work and Deadline Management, Strong Written and Verbal Communication

WORK EXPERIENCE:

May 2024 - Present

Office Administrator | Solano Association of Realtors | Vallejo, CA

- Answering phone calls and administrating requests from realtors across Northern California serving as a liaison between realtors, BAREIS MLS, our office manager, and our executive officer
- Managing sales of signs and other products for realtors using Intuit Quickbooks accounting software, maintaining logbooks, and reporting monthly sales to the BAREIS MLS main office
- Printing shipping labels and filing away other business related documents daily in a labeled and organized manner
- Designing flyers for realtor events and weekly announcements
- Oversee food preparation to ensure hygiene standards are met for our weekly realtor meeting

September 2022 - April 2023

Animation Intern | UC Santa Cruz | Santa Cruz, CA

- Meticulously rotoscoped images for Dee Hibbert Jones' animated political documentary “Last Day of Freedom” using Adobe Photoshop; Ensured that the two-week to monthly production sprint deadlines were met on time and panels aligned with the film's style
- Improved workflow efficiency by organizing project files and maintaining an updated asset library using the Dropbox filing hosting service
- Gained proficiency with industry-standard software through hands-on experience

EDUCATION:

University of California Santa Cruz, Santa Cruz, CA

- Bachelor of Arts: Art & Design: Games and Playable Media
- Bachelor of Arts: Art

AWARDS:

- UCSC Dean’s Honors 2020 - 2023
- UCSC CMPM 80K Games Winner Winter 2020
- UCSC Porter Faculty Fellowship Award 2023

PROJECTS:

- **Cursed Crops Video Game** - Designer and Main Artist, October 2021 - June 2022
- **Fruitcake Magazine** - Editor, January 2022 - March 2022