

WONG, Wing-Yee Vicky

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Education

UNIVERSITY OF LEEDS, Leeds, UK Sept 2002 – Jun 2005
Degree: Bachelor of Arts (Hons) in Communications and New Media
Classification: 2.1

INSERACH, UNIVERSITY OF TECHNOLOGY, SYDNEY, Sydney, Australia Aug 2001 – Jun 2002
Certificate in Communications
Weighted Average Mark: 70/100

HOTUNG SECONDARY SCHOOL, Hong Kong
HK A-Level: Business Studies, Economics and Accounting, AS English and Chinese 2001

Profile

A bright and enthusiastic individual who has over 2 years experience as an in-house and freelance Web Designer. Currently working for the largest travel companies in the UK TUI Travel Plc in Luton. Also with hands-on experience in managing a telecommunications business in April 2006-07 as well as a small team while working in one of the largest conference/event company in the UK - IQPC. Highly successful in designing and implementing creative ideas into business use. Passionate with new web technologies, art and design, with a good eye for detail and good observation skills along with highly effective organisation and strong interpersonal skills. Eagerly seeking challenging opportunities to further her career.

Personal Qualities and Skills

- Highly creative, great sense of design aesthetics
- Ability to deliver results under pressure on budget to tight deadlines
- Ability to network and quickly establish professional relationships with team members and clients
- Multi-disciplined in designing for web/new media and print
- Meticulous attention to detail

Software Proficiency

Adobe CS4 Flash, Photoshop, Fireworks, Illustrator, Dreamweaver and InDesign
Microsoft Word, Excel, PowerPoint, Access and Project
Languages HTML, XHTML, CSS, Action-script 2.0, plus some knowledge of Action-script 3.0
Knowledge of W3C guidelines and accessibility issues
Awareness of SEO (Search Engine Optimisation)
FTP App Transmit, Filezilla and Global Cute FTP
Platforms Macintosh and Windows

Career Experience

Web Designer May 09 – Present
TUI Travel PLC, Luton, England
(www.thomson.co.uk, www.firstchoice.co.uk, <http://www.falconholidays.ie/>, <http://www.portland-direct.co.uk/>)
• Working closely with Web Design Manager, Project Managers, UI and Front-end Developer

and Web sales executives

- Regular meetings with Information Architects and UI developers in seeking solutions in improving and optimizing company websites
- Help improving corporate website in achieving best-practice as well as using up-to-date technology where applicable
- Designing web interface style guides specifically for brands under TUI Travel Plc
- Designing product pages, templates for brands under TUI Travel PLC using different branding guidelines
- Designing brandings and logos for new products and projects
- Designing and updating traffic driving advertisement for various campaigns as well as maintain all teasers up to date throughout TUI website with current offers

Freelance Web Designer Feb 09 – Apr 09

The Independent, London (www.independent.co.uk)

- Designing, creating and implementing HTML email template for LondonCareer.net, the career site of The Independent
- Traffic Driving advertisement campaigns for various clients
- Customise Flash Player Skin for featured client campaign

Web Designer & Content Editor Sept 2007 – March 09

IQPC London (www.iqpc.com)

- Designing, creating and implementing different layout for large scale events and conferences using the latest web design techniques including flash and CSS layout
- Highly efficient time management skills in delivering tight deadlines and demanding requests
- Designing for print and HTML emails in the highest standard
- Maintaining and updating global and regional websites' contents using content manage systems
- Liaising with Global Offices' Production and Marketing Directors for feedback and quality control

Managing Director/ Company Secretary Mar 2006 – April 2007

WM Connect Ltd, Telecommunication, Chesterfield, England

- Organising and managing day-to-day operations from Customer Services to background administration (i.e. Payroll, Taxation, Account etc)
- Constantly review and analyse business strategy and structure in order to achieve objectives
- Directing, motivating and managing staff to assist them in achieving their daily targets
- Problem solving and dealing with punctuality and discrepancies
- Negotiating best prices for products and services
- Leading the company with to a first year gross profit of £50,000
- Designing logo, letterhead and monthly newsletter for the company
- Creating and branding the WM Connect website

Junior Account Management Executive, Summer 2004

McCann Erickson Advertising Agency, Manchester, England (www.mccann.co.uk)

- Taking minute at weekly status conference calls with the client and local offices discussing progress of advertising projects
- Helping Asia division team of Global Courier UPS in producing advertising materials, incentives and materials
- Working closely with Repro and Print department in producing mail shots and product packaging and branding
- Providing specific desk research activity in China's market
- Translating Chinese advertising and also providing key insights into culture and language in Asia
- Updating status reports and working closely with account managers and creative team.

Personal Skills

Language Skills:

- Fluent in Cantonese
- Proficient in Mandarin

Interests:

- Travelling and experience different cultures and customs
- Swimming, Tennis, Squash and Canoeing
- Photography, Drawing and Painting
- Reading books/ current affairs

Reference

Available upon request