

Emelyne Tan

201-355-9198

emelynetan.com

emelynetan@gmail.com

Objective:

To pursue a position that will effectively utilize acquired expertise, creative & honest talent, and commitment to excellence.

Work Experience:

Freelance Illustration Work 01/2015 – Present

- Worked with an individual commissioner to draw artwork.
- Communicated with the commissioner to ensure the commissioned work is to their standards.

Mr. Wok & Sushi, Cashier & Hostess 09/2012 – Present

- Managed customer orders via phone call
- Seated customers to their tables

The School of Visual Arts, Student Center Front Desk – New York, New York 2016 – 2017

- Assisting students with their requests and managing students' activities.
- Organized the student lounge to ensure it's a clean and safe environment.

Papercutz, Editorial Intern – New York City, New York 05/2016 – 07/2016

- Assisted in editing scripts and thumbnails and proofreading translations for children's comics.
- Organized invoices and communicate with clients via emails.

Tenafly Borough Hall, Borough Clerk Intern – Tenafly, NJ 07/2012 – 08/2012

- Assisted the Borough Hall Clerk with data entry
- Organized the town hall's filing system

Education:

The School of Visual Arts, New York, New York 09/2013 – 05/2017

- *Bachelor's Degree of Fine Arts*

Skills:

Software: Adobe Photoshop CS6, CLIP STUDIO PAINT, MS Office

Fine Arts: Comic and storyboarding techniques; character design

Freelance: Self directed; adaptable; working closely with clients; meeting deadlines; communications skills