

Elouise Chen

Offering manual dexterity and conservation expertise necessary to manage unique artefact requirements. Expertly restore works to bring out the original appearance with careful attention to each detail. Organised and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

1 Farrington Sq,
Bethlehem, PA 18015
(617) 583-3610
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EXPERIENCE

Costa Rica Animal Rescue Centre, Turrúcares, Costa Rica — *Animal Rescue Volunteer*

July 2019 - August 2019

- Responded to emergency calls and provided medical assistance to injured individuals.
- Minimised animal injury risk by monitoring behaviours and eliminating safety hazards.
- Kept animal coats clean and healthy with regular washing, grooming, and trimming.
- Cleaned and sanitised cages and living areas to promote health and well-being.
- Collaborated with shelter staff to develop new initiatives to improve animals' quality of life.
- Provided excellent customer service to visitors, promptly answering questions to enhance satisfaction.
- Maintained detailed records of animal care and feeding schedules to track animal care and history.

Bullis School, Potomac, Maryland — *Media Team*

August 2019 - June 2021

- Conducted media relations and responded to media requests for information.
- Engaged in professional networking to maintain strong relationships with communications and media professionals to drive partnerships and effective dissemination of mass communications.
- Used Adobe Photoshop and Adobe Lightroom to crop, invert and control light and colour properties of photos.
- Organised shoots from planning, scheduling and styling to post-production.
- Delivered edits with multiple camera angle choices, titles, graphics, audio, and special effects.
- Utilised lenses, filters, zoom and other camera settings to perfectly capture scenes.
- Assisted compliance officer to gather necessary documentation for school-related events.

EDUCATION

Gleneagle Secondary High School, Coquitlam, Canada

September 2018 - June 2019

Bullis School, Potomac, MD — High School Diploma

August 2019 - June 2022

Lehigh University, Bethlehem, PA — Bachelor of Arts: Undeclared

August 2022 - Current

SKILLS

- Schedule management
- Planning and Coordination
- Shot capturing
- Writer Commissioning
- Social Media
- Digital design

SOFTWARE

- MS Office (Word, Excel, Outlook, Powerpoint, OneNote)
- Google Drive (Docs, Sheets, Slides, Forms)
- Presentations/Slideshows (Powerpoint, Google Slides, Keynotes)
- Graphics (Photoshop, Illustrator, InDesign Lightroom)
- Video (iMovie, Premiere Pro)

LANGUAGES

- Fluent in Mandarin, Taiwanese, English
- Learning Russian, Japanese, Cantonese

RELEVANT COURSES

- Brown and White Photojournalism
- Critical Reading and Composition
- Research and Argument
- Elementary Russian I & II
- Globalisation in Asia Through Space and Time
- Current Issues in World Affairs
- Can You Dig It? Life Below Ground

