

VIVIAN SIOBHAN WONG

Toronto, ON | (416)-627-4738

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SUMMARY OF QUALIFICATIONS

Dedicated and responsible Bachelor of Design graduate, with 4+ years of experience in team and project management, and 2+ years of double startup experience; extremely adaptable and highly coachable. Possess strong written and listening communication skills, proven ability to provide creative solutions to overcome obstacles and ensure team satisfaction. Multimedia storyteller and developer focused on turning imagination into reality, with an insane work ethic.

WORK EXPERIENCE

Operations Manager | CertClean

June 2018–June 2020

YSpace, Markham, Ontario

- Managed operations for Clean Beauty Awards for two years; boosted profit by 300% by implementing low-cost marketing tactics to increase brand participation
- Trained and onboarded 6 team members, hired & worked with 4 virtual team members
- Developed Shopify site to test affiliate recruitment strategy, managed and migrated Weebly site to WordPress, dealt with customer satisfaction via email & Streak CRM
- Wrote standard operating procedures and guidelines for future team onboarding & ops

Full Stack Developer & Chief Officer of Operations | PurPicks

May 2018–June 2020

- Assisted in decision-making with CEO, tested and executed strategies, ensured business objectives were met efficiently and effectively via intensive research
- Maintained WooCommerce reviews platform with 2500+ product listings, and fixed site issues by working with HTML, CSS, JS, PHP, SQL, cPanel and Domain/Hosting services
- Wrote scope of work documents, handled databases and UTM codes for data tracking in Excel, analyzed conversion rates, managed custom affiliate network

Graphic & Marketing Content Designer | PurPicks

April 2018–June 2020

- Designed visuals for pitch decks and investor decks
- Sketched and presented mockups for websites and template designs
- Created marketing content and social media content, supervised content creation
- Wrote and edited blog posts and newsletter content without supervision

Project Management & Tech Intern | PurPicks

October 2017–March 2018

OCAD Imagination Catalyst, Toronto, Ontario

- Managed referral campaign, community outreach project, sampling program; boosted number of referrals by 200% within four days, promoted to PM
- Displayed proficient communication skills by preparing and distributing emails to clients
- Coordinated product launch on Product Hunt and user-generated content blog; created schedules and delegated tasks to team members according to their strengths

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PROJECT EXPERIENCE

[Thesis: Vision of the Artist](#) | OCADU

September 2019–April 2020

Interactive VR experience where player embarks on journey of "time-travelling" self-discovery, painting their story with VR drawings & interactions.

- Roles: Unity Developer, VR / Oculus Quest Developer, Concept Designer, Scriptwriter
- Explored VR-assisted creative visualization and storytelling as a method to boost subjective well-being; taught self to program hand-tracking and drawing in 3D VR space

[Critter Sauga](#) | OCADU & Mississauga Smart Cities Exhibition

January 2019–April 2019

Augmented reality interactive installation showcased at Mississauga, merging digital & physical worlds, linking back to a heroic journey celebrating nature while promoting conservation efforts.

- Roles: Creative Director, AR Developer, App Developer, Technical Lead, Project Manager, Team Leader, Concept Designer, Scriptwriter
- Wrote custom code; worked with Vuforia, image markers, low-poly 3D modeled assets, animation controllers, RPG dialog system, Text Mesh Pro, Unity UI Canvas

[The Secret Lair of Mimic](#) | OCADU

March 2018–April 2018

- Co-developed 3D mimic-inspired low-poly dungeon game
- Led scene composition and layout, lighting effects, and animations
- Modeled 3D assets in Maya, painted Textures in Photoshop, programmed in Unity

[HOKUSAI](#) | OCADU & Trinity Square Video

February 2018–March 2018

- Directed 360 VR and art installation projects reflecting Katsushika Hokusai's evolution as an artist; programmed in Unity and Processing with motion detection interactions
- Composed music with notation software; publicly exhibited at Trinity Square Video

EDUCATION

Bachelor of Design (BDes) Digital Futures Program

September 2016–April 2020

Ontario College of Art and Design University, Toronto, Ontario

Class of 2020

- GPA: 3.7/4.0

SKILLS

- Concept / Game Design
- Programming / Unity3D
- Problem-Solving
- Critical Thinking
- Leadership / Teamwork
- Detail-Oriented

HOBBIES

- Kung Fu training 5–6 days a week for self-discipline & awareness, 1.5 years & ongoing