



# VIVIAN YIP

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WEBSITE,  
PORTFOLIO,  
PROFILES

- [www.vivianyipdesigns.com](http://www.vivianyipdesigns.com)

## PROFESSIONAL SUMMARY

Creative and innovative design professional offering 3-year background in fashion design and illustration. Proficient in Adobe Photoshop and Illustrator with passion for creating fashion that challenges the notions of gender and beauty.

## SKILLS

- Materials Handling
- Scheduling
- Filing
- Teamwork
- Photoshoot procedures
- Bilingual (Chinese)
- Proficient in Microsoft Office and Word
- Proficient in Adobe Creative cloud
- Sewing
- Pattern making
- Digital Flats
- Fashion Illustration

## PROFESSIONAL EXPERIENCE

**Fitting Volunteer** | Yajun Studio - New York, NY 10/2019 - 10/2019

- Helped with fitting and casting for Yajun Studios' SS fashion week 2019 show.
- Proficient in dressing models as well as organizing model fitting boards.
- Knows how to steam and press looks on hangers and matching correct shoe size to model.
- Used strong interpersonal communication skills to convey information to others.

**Tutor** | The Right Approach - San Mateo, CA 09/2016 - 05/2018

- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Helped students prepare for routine and standardized tests, including college entrance exams.
- Made lessons interesting and engaging using art and visual aids to bolster learning.
- Provided appropriate learning materials for students.
- Provided homework assistance using specific curriculum and materials.
- Updated required logs and student documentation to keep records accurate and current.

- Improved test scores by focusing on reading comprehension, math, and critical thinking skills through one-on-one tutoring sessions.

**Secretary** | The Right Approach - San Mateo, CA 09/2016 - 05/2018

- Customer care skills with clients to help them register as well as helping to solve their issues with the business.
- Created advertisements as well as illustrations for the company to promote the business.
- Organization skills from filing papers, test, as well as cheques for the business.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Reviewed and balanced daily bank deposits and deposit report.
- Communicated with customers via phone and email to confirm deliveries and respond to inquiries.
- Organized envelopes, postage and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services.

**EDUCATION**

Parsons The New School For Design, New York, NY EXPECTED IN 05/2022

**Bachelor of Arts:** Fashion Design

**LANGUAGES**

**Chinese (Mandarin)**



Native or Bilingual