



# EMILY XU

## PORTFOLIO

emilyxuart.com

## CONTACT

emilyxuhello@gmail.com  
(510)-493-6319

## SOFTWARE SKILLS

- **ADOBE SUITE:** Photoshop, Illustrator After Effects, Animate
- Procreate, Procreate Dreams
- Autodesk Maya
- Zoom
- Google Workplace
- Microsoft Office Suite

## OTHER SKILLS

- **LANGUAGE:** Conversational Mandarin, conversational Korean
- Excellent organization skills
- Great team player
- Enthusiastic

## INTERESTS

- Playing the piano
- Stardew Valley
- Going to bakeries
- Collecting trading cards

## WORK EXPERIENCE

### Lab Technician

08/2023-05/2024

Otis College of Art and Design

Los Angeles, CA

- Provided prompt technical support for equipment and software to minimize disruptions during classes and lab work.
- Managed lab equipment rentals and processed fees to ensure availability of necessary technology for students and staff.

### Character Design Classroom Assistant

08/2023-12/2023

Otis College of Art and Design

Los Angeles, CA

- Managed attendance and grading while offering constructive feedback to enhance skill development in character design.
- Reviewed curriculum to tailor content to student learning needs and interests.

### Administrative Assistant

06/2021-08/2021

Calcolor Art Academy

Fremont, CA

- Managed company database, including customer funds and information, and handled promotion and outreach to further solidify business clientele and service.
- Aided with curriculum building and testing alongside curriculum head to establish projects promoting the growth of skills and interest in art in the community.

## OTHER EXPERIENCE/ MEMBERSHIPS

- Women In Animation
- Asians In Animation
- 24 Hr Animation Challenge (*Character Design, 2D Animation*)
- Otis College Storyboard Club President

## EDUCATION

### OTIS COLLEGE OF ART AND DESIGN (2020-2024)

Los Angeles, CA

Bachelor of Fine Arts, Digital Media Major  
with emphasis in animation