



Education and Qualification

- 2001 National College of Design and Technology:
Diploma of Multimedia
- 98-95 Victoria University of Wellington:
Bachelor of Design – Visual Communication
- 94-90 Wellington College

Skills

Manage workflow, projects and problem solve in stressful situations to meet deadlines. Co-ordinate with internal/external suppliers.

Attend clients/suppliers briefings and presentations.

Communicate easily between various staff from different departments.

Coordinate with internal/external suppliers.

Design from concepts or provided scamps to final realisation.

Give training and support to co-workers on the usage of technology and software.

Maintain administrative documents to ensure an even workflow and accountability.

Work well in an independent and/or team environment.

Coaching and running workshops in Adobe Indesign, Adobe Photoshop, Photography and Lightroom.

Excellent Inter-personal skills.

Full Driver License.

Interests

Dancing:

Ballroom/Latin – Swing – Salsa (On1)

Music:

Swing Jazz, Salsa, Pop

Chinese Martial Arts:

Wing Tsun Kung Fu

Photography:

Events, Portraiture, Performance, Wedding

Visual Arts:

Interactive Media, Movie, Retouching, Publication

Computer skills

Adaptable with computer technologies and advances.

Apple Mac and PC Hardware and Software usage and support. Apple Mac networking.

Prepare print artwork for pre-press and film output.

Setup/Maintain Wordpress CMS websites.

Setup/Maintain Social Media Marketing.

Photography and Video content creation, editing and retouching.

PRINT DESIGN:

Adobe InDesign	1.0 - CC	Advance
Adobe Photoshop	3.0 - CC	Upper Intermediate
Adobe Illustrator	7.0 - CC	Upper Intermediate

INTERNET:

Figma		Intermediate
CMS: Wordpress		Intermediate
Canva		Intermediate
HTML5		Basic
CSS		Basic

PHOTOGRAPHY:

Adobe Lightroom	3.0 - CC	Upper Intermediate
Photo Mechanic	5.0	Intermediate
Capture One	9.0	Intermediate

VIDEO:

Final Cut Pro	4.5 - X	Intermediate
Adobe Premiere	CS3 - CC	Intermediate
Adobe After Effects	CS3 - CC	Intermediate
Apple DVD Studio	3-4	Intermediate

OTHER:

Apple Keynote		Intermediate
Microsoft Powerpoint		Intermediate
Microsoft Word		Intermediate
Microsoft Excel		Intermediate
Asana		Intermediate
Trello		Intermediate
Wrike		Intermediate
Getting Things Done		Intermediate



KEANE CHAN

GRAPHIC DESIGNER

advertising ■ branding ■ layout ■ publication ■ digital ■ photography

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May 2013 - Present



Freelance Graphic Designer – Wellington

Currently working with a range of clients from the private, banking, corporate, government and education sectors. Worked in-house at advertising agencies in Wellington and from my design studio. Often taking briefs from the client-side, collaborating with designers, writers and creatives, ordering print and other supplies with printers and vendors.

Design work spans from

- Adobe Indesign file setups, templating and best practice
- Creating documents and campaigns from established identities, scamps and working with fellow creatives
- Designing and applying design for press and magazine print placements and outdoor ambient advertising
- Branding applications on marketing collaterals such as newsletters, brochures and conference collaterals
- Creating long-form documents
- Building interactive PDF forms
- Video Production; media creation and editing
- The layout of digital social media banner
- Slideshows for presentation
- Retouching photography for print outputs.

November 2012 - May 2013



Learning Media Ltd – Wellington Desktop Support

I've taken a break from my Advertising career to upskilling my foundation in Apple computers. At Learning Media I was working in a team of 4. Managing user's helpdesk tickets, troubleshooting and tutoring users in network issues, MS Office, Apple OS, Adobe Creative Suite and cloud-based technologies. Methods of communicating with the user base of over 60 staff involved Face to Face, telephone calls, screen sharing and VOIP.

June 2005 - November 2012



Ogilvy Wellington, ex-Frank Advertising – Wellington Designer – Studio Production

At Ogilvy, the Wellington branch of the advertising agency, I was responsible for creating final artwork from paper scamps or digital files.

- File management and layout creation supplied from different departments (Creative, Design, Management, Media, TV Production and Photography).
- Dispatching artwork to printers and publications.
- Maintaining workflow in the Studio, backups and technical problem-solving in the print/digital environment.
- Technical project planning for the best ways to prepare templates and artwork to be used.
- Working on various projects ranging from:
 - Data-rich spreadsheets for importing to annual reports and creation of variable-data templates
 - Above-the-line advertising of a banking client; not limited to point-of-sale, press and booklets
 - Government campaigns
 - Print collaterals for the Environmental and Agricultural sectors.



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June 2002 - March 2005

Communication Resources – Singapore Senior Graphic Designer



Senior Graphic Designer for the PC World Magazine (Singapore and Malaysia editions) and the change over to PC Magazine (Singapore and Malaysia editions), I was responsible for the design and creation of the Magazines – the creation of templates and style sheets for publication work-flow and creation/placement of Brand and Product focused advertisements.

- Email-based advertising; creating various point-of-sales and promotional items.
- Photography, image retouching, scanning and colour correcting of people and products.
- Training recruits and interns to use computer programs and systems.
- Advising trouble-shooting computer files and system problems.
- Implemented a job tracking system to manage editorial/advertising projects.
- Creating film separation from files.
- Speaking directly to external clients/designers about artwork preparation and problem-solving.
- Project coordination and resource management of a team of 6 full-time designers and a pool of freelancers.

October 2001 - June 2002

Freelance Graphic Designer – Wellington



Logo design, branding, card design and template creation/manipulation.

Clients range from IT Companies; design houses; dance teachers; educational and government sectors.

April 2000 - March 2001

Caltex New Zealand Ltd. – Wellington Graphic Designer, Convenience Retailing Group



My contract with Caltex was as the in-house graphic designer in an 8-member team of the Convenience Retailing Group. I was responsible for the initial conceptual design through to the final management and production stages of the design (offset and digital printing) of every project. Media produced in this position ranged from creating monthly promotions to internal mail, in-house brochures and flyers, as well as the image manipulation needed for product displays. The body of my work was the monthly promotional materials including Star Mart Point of Sale and Point of Purchase posters, Packaging of Caltex branded products and application of Caltex and Star Mart design standards.

October 1998 - February 2000

Haines Recruitment Advertising

Haines Recruitment Advertising Ltd. – Wellington Mac Operator/Production Manager (Oct 1999-Feb 2000), Production Department

My position with Haines started as a Mac Operator in a team of 3 people, preparing digital artwork, by working from layouts and templates for newspaper advertisement. The newspaper advertisement ranged from small single colour to full-page, full-colour spreads. The position always involved working towards tight and stressful deadlines. The department grew to 8 people during my period of employment, and due to the management skills I had developed in handling tight deadlines, I was called upon to be the acting production manager in mid-October 1999.

In the role of production manager, I oversaw a team of 6 full-time staff and a pool of freelancers. I was put in charge of managing the workload and deadlines, also communicating between the departments within the firm. I gave training in software, technical and design problem solving where required.



Selected Photographic experiences:

Portrait and Events Photography.

Canon equipment family as a preference. I have used Nikon and Sony family.

Jinbei and Godox Lighting equipment and light modifiers.

Primary photographer in photographic coverage for weddings and corporate events.

Assisted as a secondary photographer and as support staff.

Team management, Lead Photographer, managed 4 staff on photoshoots/event shooting.

Photography using a up to 4 light setup, on location and in studio.

Able to speak with subjects to put them at ease in front of the lense, including Pose adjustment and suggestion

Base retouching in Lightroom (out-of-camera image adjustments)

Finished retouching in Photoshop (Final image preparation, Frequency Separation, Dodge/Burn, Beauty)

Selected Photography Clients

Wellington Chinese Operatic Society.

Salsa Magic – Latin Dance School (2012-Current).

Wellington Chinese New Year (2006-Current).

New Zealand Armageddon Expo.

Mean Doses Brewery and Fillery.

Photographic wedding coverage as the on-site photographer covering 3-day event.

Selected Videographic experiences:

Video creation with (SD/HD/4k) Video Camera (Canon XL-1/Canon 5D2/5D4/Sony Prosumer).

Team management 2 other videographers and a photographer.

DVD/Digital File Delivery.

Coverage for theatre-based performance + backstage.

Selected Videography Clients

Wellington Chinese Operatic Society.

Tango Festival 2005-2006 Floor Show.

Mean Doses Brewery and Fillery.