

JOANNA HSIN-MIN LEE

+886907250928 joanneyyaya@gmail.com

Summary of Qualifications

- 63 days on set as PA (Production Assistant) in Vancouver, Canada
- Act Safe Certificated, Canada
- MPIO (Motion Picture Industry Orientation Certification), Canada
- WHMIS 2015, Canada
- 10 years of blog writing on Cinematography, Art, Travel and Music
- 5 years of Administrative Assistant/ English Secretary, Taiwan
- 3 years of film festival, promotion editing, event plan and assistance, Taiwan
- 2 years of working holiday in Australia
- 1 year IEC working holiday visa (2018-2019)
- Mac/ PC/ Microsoft Office/ Google
- Spoken Language: Fluent in English, Native in Mandarin (Taiwan)

Work Experiences

PA: total 63 days in Vancouver, Canada <ul style="list-style-type: none">• Prep/ Set/ Shooting/ Wrap• Izombie Season 5• Woke (Pilot)• See Season 1• The Lost Boy (Pilot)• Next (Pilot)• Riverdale Season 4• Upside Down Magic• Julie and the Phantom• Batwoman• Lady Death	2018 Aug-Now Production Assistant
BG (Extra) 11 days <ul style="list-style-type: none">• Snowpiercer• See• The Terror	2018 Aug-Now BG (Extra)
Nature's Essence, Vancouver, Canada <ul style="list-style-type: none">• Write blog articles about health issue for promotion• Upload products and create contents for the online shopping website	2018 July-2019 Jan Online Customer Support
Paul Davis, Vancouver, Canada <ul style="list-style-type: none">• Quick Book Payroll data entry• Reception and general office routines	2018 July Accounting Assistant
Sundance/AMC Movie Channel, Taiwan <ul style="list-style-type: none">• Develop promotion contents for the films and shows in promoting video, banner, poster, program list and monthly routines for subcontract channels in Taiwan	2017 Oct - 2019 Feb Promotion Editor (Working remotely)
Asia Pacific Economic Cooperation, Taiwan <ul style="list-style-type: none">• Planned and Executed for APEC International conferences from preparation to event supporting Architecture Company in Taiwan <ul style="list-style-type: none">• Personal Assistant of the CEO and bridge for architecture design sketches translation and communicated with foreign subcontractors for International Projects	2017 Oct -2017 Dec 2015 Jan-2015 April English Secretary

Taiwan Exhibition and Creatives Association <ul style="list-style-type: none"> • Coffee Magazine Executive Editor / Barista Training • Coffee and cultural magazine planned, interviewed, wrote, edited and published, exhibition support 	2013 Aug - 2014 Mar Executive Editor
Working Holiday in Australia Sydney, Melbourne, Perth, Darwin, Cairns, Australia <ul style="list-style-type: none"> • Warehouse picking and packing, factory process working, event cleaning and housekeeping, hospitality as server for convention, etc. 	2011 Jul - 2013 Jul On-call worker
Nan-i Publish.co., Taiwan Edit English Reference books and proof-reading, cooperated with designers, writers and printing departments	2010 May- 2011 May English Educational Material Editor
Department of Mass Communication, I-Shou University, Taiwan <ul style="list-style-type: none"> • Planned and executed Film competition project with the city government, and assistant class requirements 	2009 Feb -2010 Feb Teaching Assistant
Women Make Waves Film Festival, Taiwan Women's Film Association, Taipei <ul style="list-style-type: none"> • Film festival promotion and cooperation with broadcast media • Film festival site support for public control, ticket sales and other assistance 	2008-2009 Public Representative
Cathay Creative Co., Ltd., Taipei, Taiwan <ul style="list-style-type: none"> • Graphic authorization and product promotion for graphic/craft designer 	2007-2008 Creative Design Marketing Manager
Volunteer and Achievement	
The Gallery at Queen's Park, New Westminster, Vancouver <ul style="list-style-type: none"> • Volunteering as gallery attendant on the weekend 	2018-Now ArtGallery Attendant
Rotary International, Taiwan Work and Travel Experience Presentation and article publishing on Rotary magazine <ul style="list-style-type: none"> • Topic: Travel and working holiday experience in Australia 	2016 Work and Travel Experience Presentation
Asia Comics, Animation and Gaming Conference (ACAG) York University, Toronto, Canada 2006 <ul style="list-style-type: none"> • Topic: Visual Narrative in the Film of Lars Von Tier: Suppression of Humanity 	2006 Academic Presentation
Womany Website about Woman, Gender and LGBT topics in Taiwan <ul style="list-style-type: none"> • Topic: Movies, Music, Art, Life, Ideas • Please visit: http://womany.net/authors/joanneyyaya 	2013-Now Column Writer
Multilingual Cafe, Taiwan- Language exchange event, Taiwan <ul style="list-style-type: none"> • Organize and assistant the weekly event after work for English, French, Spanish and Japanese table 	2015-Now Language Event Organizer
Education	
Masters of Arts/ Visual Communication Institute of Applied Arts, National Chiao Tung University, Taiwan <ul style="list-style-type: none"> • Film study dissertation in full-English: Visual Narrative in the Film of Lars Von Tier: Suppression of Humanity 	2004-2006
Bachelor of Arts/ Foreign Language and Literature Tunghai University, Taiwan <ul style="list-style-type: none"> • Majored in English, Spanish and Japanese 	1999-2000
Training and Certificate	
MPIO (Motion Picture Industry Orientation Certification) (Canada)	2019

WHMIS 2015 (Canada)	2019
Act Safe Certificate (Canada)	2019
CSL (Chinese as Second Language) Teaching training National Sun Yat-sen University, Taiwan • Completion of 90 hours class	2017