

ubc library c/o job link office

rm 249d. 6138 sub blvd
vancouver. bc v6t 2a5
re: job posting id. 11660



elliott ng

#107. 1000 wall center. vancouver. bc. v1a 2c1
h.604.711.5511 c. 778.711.5511 [resume@home.com]

ubc library c/o Job link office

rm 249d. 6138 sub blvd
vancouver. bc v6t 2a5
september 7, 2001

Attention: Student Assistant - Graphics Room (ID: 11660)

I am sending you my resume in response to your ad in JobLink for the Graphics Room Student Assistant. I believe I have the skills that the Library is seeking, and would like to be considered for the position.

I have extensive layout and design experience and enjoy working on precise, detailed projects. My background in newspaper, graphic design, photography, and desktop publishing systems would also be an asset to the Library. Working under tight deadlines is the standard of the newspaper industry that I come from, and is not a problem for me.

I look forward to meeting with you personally, and reviewing the needs of the Library in greater detail. I can be reached at the below telephone numbers.

Let's talk soon,

Elliot Ng

elliott ng #107, 1000 wall center, vancouver, bc, v1a 2c1
h.604.711.5511 c. 778.711.5511 [resume@home.com

cover letter

elliott (c) 2001

Objective: Student Assistant – Graphics Room
Job Posting ID: 11660

Highlight of Skills:

- Registered full-time at UBC
- Available in mornings and afternoons
- Proficient in Adobe PageMaker and Photoshop
- Other computer software knowledge includes: Illustrator, Corel Draw, Word, Excel, PowerPoint, Publisher, & FrontPage
- Familiar with Macintosh computer
- Have an "eye" for photography
- Had 2 years training in Art and Graphics Design
- Flexible, reliable, motivated, and independent worker
- Easy to work with and a great team player
- Good in problem solving and multi-tasking

Volunteer:

Perspectives (UBC English-Chinese student newspaper) 1999-2001
Layout Director/ Staff

- Desktop publishing using Adobe PageMaker
- Responsible for page layout and design
- Coordinate and oversee paper production process
- Liaise with VanPress for final printing

UBC Trek

Summer, 2000

UBC/Airport Shuttle Driver

- Driving airport shuttle between UBC and airport
- Giving brief introduction of Vancouver and UBC to on-board

résumé 1

okt 10 2001

Experience:

- Flyer Distributor (UBC)** Sept., 2001
 - Hand out flyers on campus

- Capilano Newspaper Society (N. Van)** 1997-1999
Senior Production Staff/ Production Staff
 - Responsible for Capilano Courier desktop publishing projects
 - Design, layout page
 - Oversee completion of production of paper from start to finish

- Southex Company (Vancouver)** 1998
Newsletter Designer
 - Design and layout of the conference newsletter
 - Ensure production meets deadline

Education:

- University of BC** 1999 - present
 - B.A. Major Economics and Psychology

- Capilano College (N. Vancouver)** 1997 - 1999
 - University Transfer Program

Academic/ Personal Accomplishments:

- **Dean's List (Capilano College)** 1998 - 1999
- **Class Award for Service in W. Vancouver Secondary** 1997
- **Service above the Call of Duty in WVSS** 1997

References: Available upon request