

Shujia (Rachel) DUAN

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EDUCATION BACKGROUND

New York University, Shanghai	<i>09.2021 – 05.2026 (expected)</i>
New York University, Berlin	<i>Spring.2024</i>
New York University (New York, NY)	<i>Fall.2023</i>
Bachelor of Science, Major in Interactive Media Arts, Minor in Philosophy GPA: 3.82/4	
✧ Dean's List for 2021-2022 & 2022-2023 & 2023-2024;	
✧ Scholarship for 2022-2023 & 2023-2024.	
Summer Session: Portfolio Design	<i>07 – 08.2025</i>
Graduate-level Course with Prof. Fas Lebbie from Carnegie Mellon University	<i>Remote</i>

COMMERCIAL PROGRAM

Public Affairs Dept., ByteDance Ltd.	<i>06 – 08.2022</i>
<u>Office Assistant</u>	<i>Beijing, China</i>
- Collected, classified, and organized front and back-end data, visualized important data for promotional usage;	
- Coordinated conferences, including preparing materials, receiving participants, and taking meeting minutes;	
- Contacted for over 10 projects, including visiting clients, collecting needs, and reporting to relevant departments.	
Team VCR, L'Oréal Brainstorm 2024 Innovation Competition	<i>02 – 04.2022</i>
<u>Chief Designer, Artist</u>	<i>Shanghai, China</i>
✧ <i>L'Oréal's Beauty Egg</i> ranked top 100 in the China Region.	
- Brainstormed preliminary ideas, hold group meetings, and finalized the proposal;	
- Refined proposal details according to collective advice, conducted concept diagramming and product modeling;	
- Produced promotional materials such as posters and videos;	
- Delivered proposal presentation.	

ACADEMIC ENGAGEMENT

Shanghai Digital Heritage Lab, NYU Shanghai	<i>09.2025 - Present</i>
<u>Lab Assistant</u>	<i>Shanghai, China</i>
- Supported literature review, data organization, and project coordination;	
- Contributed to the reconstruction of a historical architecture AR project;	
✧ The historical architecture AR project is submitted to an exhibition at the new AI Center.	
Communications Lab, Academic Affairs Dept, NYU Shanghai	<i>02 – 05.2023</i>
<u>Teaching Assistant</u>	<i>Shanghai, China</i>
- Prepared teaching materials, such as slides, precedents, etc.;	
- Organized seminars, Q&A sessions, and lectures;	
- Interpreted and graded assignments.	
Student Council, NYU Berlin	<i>01 – 05.2024</i>
<u>Student Representative</u>	<i>Berlin, Germany</i>

Student Affairs Dept., NYU Shanghai*08 – 11.2022*Orientation Coordinator*Shanghai, China*

- Provided guidance and answered questions through group chats and individual counselling;
- Organized and hosted welcoming activities such as campus tours and weekly freshmen exchanging sessions.

COMMUNITY ENGAGEMENT**Educational Program by PEER Yiheng Zhiyou at Suining County 1st Middle School***09.2024 – 06.2025*Team Leader (2025 Spring), Team Member (2024 Fall)*Hunan Sheng, China*

- Maintained routine counselling with individual students;
- Designed and managed spatial configurations for teaching activities;
- Organized and led reading and sharing, video making, and game design sessions.

ACG Subculture Club, NYU Shanghai*09.2021 – 05.2023*Re-founder, President*Shanghai, China***Diverse Advocacy Program, NYU Shanghai***09.2021 – 05.2022*Program Leader*Shanghai, China*

- Organized and executed the program, including interviewing volunteers, making interview videos, producing promotional materials, and reporting to university officials;
- Hosted, and participated in themed talk *Diverse Intimate Relationships*, led topics regarding social hierarchy, sexual minorities, gender, and race.

EXTRACURRICULAR AWARD**Hong Kong Digital Art Design Competition***12.2024*

- Won Third Prize with *ACG Merch-Exchange Platform*;
- Won Excellence Prize with *Rhythm Game Online Archive*.

Singapore Art Design Competition*11.2024*

- Won Silver Award with *ACG Merch-Exchange Platform*;
- Won Silver Award with *Rhythm Game Online Archive*;
- Won Bronze Award with *Dreamscape Carnival*.

Hong Kong Youth Design Award*09.2024*

- Won Second Prize with *Dreamscape Carnival*.

COMPETENCY & INTEREST**Computational:** Adobe Creative Suite, Figma, Unity, Arduino, Microsoft Office Suite, HTML, CSS, JavaScript;**Professional:** vocal music (12-year training, former member of Jinfan Choir), piano (Certificate of Accomplishment of the Central Conservatory of Music: Level of Grade 9), photography;**Lingual:** Mandarin (native), English (proficient), German (A2);**Amateur:** photography, video editing, creative writing, music arrangement.