

# Shujia (Rachel) DUAN

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## EDUCATION BACKGROUND

New York University, Shanghai	09.2021 – 05.2026 (expected)
New York University, Berlin	Spring.2024
New York University (New York, NY)	Fall.2023
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	07 – 08.2025
Graduate-level Course with Prof. Fas Lebbie from Carnegie Mellon University	Remote

## COMMERCIAL PROGRAM

Public Affairs Dept., ByteDance Ltd.	06 – 08.2022
Office Assistant	Beijing, China
<ul style="list-style-type: none"><li>- Collected, classified, and organized front and back-end data, visualized important data for promotional usage;</li><li>- Coordinated conferences, including preparing materials, receiving participants, and taking meeting minutes;</li><li>- Contacted for over 10 projects, including visiting clients, collecting needs, and reporting to relevant departments.</li></ul>	
Team VCR, L'Oréal Brainstorm 2024 Innovation Competition	02 – 04.2022
Chief Designer, Artist	Shanghai, China
<ul style="list-style-type: none"><li>✧ L'Oréal's Beauty Egg ranked top 100 in the China Region.</li><li>- Brainstormed preliminary ideas, hold group meetings, and finalized the proposal;</li><li>- Refined proposal details according to collective advice, conducted concept diagramming and product modeling;</li><li>- Produced promotional materials such as posters and videos;</li><li>- Delivered proposal presentation.</li></ul>	

## ACADEMIC ENGAGEMENT

Shanghai Digital Heritage Lab, NYU Shanghai	09.2025 - Present
Lab Assistant	Shanghai, China
<ul style="list-style-type: none"><li>- Supported literature review, data organization, and project coordination;</li><li>- Contributed to the reconstruction of a historical architecture AR project;</li><li>✧ The historical architecture AR project is submitted to an exhibition at the new AI Center.</li></ul>	
Communications Lab, Academic Affairs Dept, NYU Shanghai	02 – 05.2023
Teaching Assistant	Shanghai, China
<ul style="list-style-type: none"><li>- Prepared teaching materials, such as slides, precedents, etc.;</li><li>- Organized seminars, Q&amp;A sessions, and lectures;</li><li>- Interpreted and graded assignments.</li></ul>	
Student Council, NYU Berlin	01 – 05.2024
Student Representative	Berlin, Germany

**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 1<sup>st</sup> 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.