

# Xiao Li

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## EDUCATION

### University of Denver, USA

*Master of Science, Information and Communication Technology* Expected Dec 2017  
Relevant Coursework: Usability Design for Websites, Web Enabled Information Systems

### North China University of Technology, China

*Bachelor of Art, English* June 2016  
Relevant Coursework: Business Foundation, Enterprise Architecture

### Kennesaw State University, USA

*Bachelor of Science, Technical Communication* Dec 2015  
Relevant Coursework: Website Design and Management, Advanced Web Design

## WORK EXPERIENCE

**Carve Digital** Mar. 2017- Present  
*Web Developer and Designer*

- Manage website functions for four clients, which includes content and design updates and working with clients to achieve desired changes.
- Provide an individual design for the company Outsourcive with WordPress, a new client without existing web presence, to start their online influence.
- Assist with the development and implementation of social content.

**Access Asia Tour** Jan. 2017- May. 2017  
*Web Developer*

- Built a new website for Access Asia Tour, uploaded the new content, and redesigned flyers.

**The Sting** Jan. 2015- Dec. 2015  
*Web Editor*

- Managed all aspects of the Sting's official website.
- Provided maintenance of The Sting's website, including updating and adding new information relevant to The Sting.

## TECHNICAL EXPERTISE/ADDITIONAL SKILLS

- **Proficient in** HTML, CSS, JavaScript, PHP, SQL Server, Photoshop, InDesign, Illustrator, Premiere, 3Ds Max, Blender, Unity, Drawing, Painting, Dreamweaver, Photo story, iMovie
- **Familiar with** Java, Oracle, Microsoft Word, Excel, Prezi, Gephi and PowerPoint
- **Strong bilingual abilities in Mandarin and English**

## VOLUNTEER EXPERIENCE

- Marketing volunteer for Education Abroad Fair Sep. 2015
- VKSU group project with communities in schools Sep. 2015
- Served as Deputy Minister of Office Department of the Student Union at North China University of Technology Sept. 2012-June 20