

MELANIE TAN



CONTACT

✉ meltanart@gmail.com

EDUCATION

Bachelor of Fine Arts

Animation

Massachusetts College of Art & Design,
Boston, MA, USA

- Leader of the student club "Loop Groop" for three years.
- Teacher's Aid during 2 semesters in Senior Year.
- Graduated in 2019.

SKILLS

- Adobe Creative Suite
- Dragonframe
- Microsoft Office Suite
- ToonBoom Storyboard Pro
- Extensive customer service experience
- Friendly and Outgoing

EXPERIENCE

DOODLEY 3D (YouTuber) - Merch Store Associate

July 2022 - Present

- Processed online orders for the Doodley3D Merch Store.
- Packaged and mailed all online orders.
- Addressed Customer Service tickets.

CARTOON NETWORK- Freelance Story Revisionist

June 2022 - July 2022

- Freelanced for the show *Jessica's Big Little World*
- Provided revisions and corrections to storyboards according to Creative Directors feedback.
- Drew insert panels into existent storyboards in line with the show's style.

HARVARD UNIVERSITY'S BERKMAN KLEIN CENTER- Artist and Animator

July 2018 - June 2022

- Worked closely with researchers to create accessible and diverse illustrations explaining broader concepts.
- Met with researchers and staff to coordinate illustration and animation needs.
- Coordinate notes with other members of the art team.

TRADER JOE'S - Crew

October 2019- June 2020

- Performed Cashier duties.
- Regularly stocked shelves and product staging areas.
- Provided friendly and upbeat customer service.

MASSACHUSETTS COLLEGE OF ART AND DESIGN - Office Assistant

September 2018 - May 2019

- Organized and maintained the student animation studios.
- Sorted grip and equipment, checked out equipment to students.
- Assisted Studio Manager with repairs, logging errors and broken equipment..