

Wenying Lei

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EDUCATION

SUNY New Paltz

May 2022

Bachelor of Arts, Major in Digital Media Production, Minor in Asian Studies, Film & Video Studies

Cumulative GPA: 3.8/4.0

Relevant Coursework:

Digital Storytelling | Audio Production | TV Studio Production | Field Production | Seminar in Digital Filmmaking

WORK EXPERIENCE

Woodstock Film Festival

New Paltz, NY

Intern

Jan 2022 - May 2022

- Screening, evaluating films, making recommendations for the festival
- Researching local businesses for sponsorship opportunities
- Identifying, screening and comparing different vendors to purchase merch products
- Helping to plan the 2022 Woodstock Film Festival/other year-round events as well as other organizational tasks

SUNY New Paltz Educational Opportunity Program

New Paltz, NY

EOP Peer Mentor

Aug 2019 - Dec 2019

- Built and maintained relationships with faculty, staff and students. Provided support to first-year students as they adjusted to their college journey, including academic, financial, career, and personal concerns
- Worked in conjunction with EOP Advisors
- Participated in bi-weekly leadership workshops

Queens Museum

Queens, NY

Intern

Feb 2017 - Jun 2017

- Assisted with exhibition installation plans and implementation
- Insert data by inputting text based and numerical information from source documents
- Created, coordinated and prepared class materials
- Translated exhibition materials

Besfren Beauty

Queens, NY

Beauty Advisor and Cashier

Jan 2017 - Apr 2018

- Identify customer needs and recommend cosmetics and skin care products based on their preferences
- Managing transactions with customers using cash registers
- Helped process new client memberships; Established relationship with clients

EXTRACURRICULAR ACTIVITIES

Chinese Students and Scholars Association (CSSA)

SUNY New Paltz

Secretary & Event Coordinator

Sep 2018 - June 2020

- Planned events and activities for Chinese New Year and Mid-Autumn festival
- Set agenda and recorded minutes for meetings. Conducted all meetings
- Designed and published social media content for CSSA account

LANGUAGES:

English, Mandarin, Cantonese, Taishan dialect

SKILLS

- Teamwork
- Detail Oriented
- Google Suite and Microsoft Suite
- Slack, Monday.com, Canva