

Personal Details

Name: Ya Gao

Email: yagao1987101@gmail.com

Height: 168 cm

Eye color: dark brown

Hair color: black

Acting Training

Performance	Faculty of Art	Wuhan University.	2006-2010	China
Acting Basics	Faculty of film	Chung-Aug university	2009	Seoul

Performance Experience

Tu Shi-niang Sinks the Jewel Box in Anger.

Role in Tu Shi-niang

Tsing Yi.

Role in Tsing Yi

Skills

Basic Muay Thai Sketching Yoga

Directing Experience

Director of a music video *Chinese Dialects*

Language

American English. Standard Mandarin Basic Korean

Volunteer Experience

Young at Heart Seniors Film Festival Palace Cinemas April, 2016 Melbourne

Duties:

- Greeting, assisting and directing visitors
- Assisting with the setting up information desk
- Handing out flyers to visitors

Contemporary for Photography

April, 2016 Melbourne

Duties:

- Welcoming and engaging with gallery visitors
- Accurately recording visitor attendance
- Answering and redirecting phone calls and taking messages when necessary
- Managing and responding to emails

- Accurately responding to visitor, email and telephone enquiries
- Invigilating exhibition spaces

Other Working Experience

The New York Times [Beijing] Marketing Executive June 2012 – June 2014
Reporting to the General Manager of The New York Times China Company

- **Project Manager for The New York Times' 2013 Bookworm Literary Festival**
Responsibilities: producing a project timeline; creating branding materials alongside designers; translating and editing printed materials; organising on-site events; and distributing event tickets to valuable institutions (expanding the client database).
- **Project Manager for The New York Times' Beijing Design Week**
Responsibilities: sending invitations to journalists and media VIPs; generating proposals for online advertising (increasing traffic to the event website); and managing event flow.
- **Assistant Manager for the Launch of The New York Times' Style Magazine**
Responsibilities: the selection of speakers for two panels; creating a launch budget plan; and planning digital promotional strategies for the project.
- **Newsletter Campaign Management**
Responsibilities: managing a number of newsletter campaigns; collaborating with editors and newsletter vendors to produce a weekly and daily newsletter; facilitating other media interactions; recruited 100,000 new subscribers; increased ad sales; took charge of the contact database; and restructured the newsletter format, resulting in a 10% increase in opening rates.
- **Assistant to the Regional Manager for the Syndicate Department of The New York Times**
Responsibilities: daily news selection and translation for customers, to guarantee the best possible news service.

Bloomberg Businessweek China [Beijing] Editor July 2014-March 2015
Responsible for Book Publishing and Digital Projects

- **Proposing a Digital Publishing Plan in Cooperation With Amazon China**
Responsibilities: planning the project's online promotion as a project leader; editing and proofreading the content of e-books; and preparing a detailed book-publishing plan to enhance the brand influence of Bloomberg Businessweek, in China.
- **Supporting Bloomberg Businessweek Journalists**
Responsibilities: assisting Bloomberg Businessweek journalists in their efforts to become published in China.
- **Negotiating Implementation Strategies**
Responsibilities: shaping, managing and negotiating implementation strategies with publishing institutions like the Citic Press Group.