

BRYAN SIT

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EDUCATION

San Jose State University – San Jose, CA – B.A. English Concentration in Professional and Technical Writing

De Anza College – Cupertino, CA – A.A. English

SKILLS & ABILITIES

- Adept with Microsoft Office, Google productivity applications, and Adobe Creative Cloud (InDesign, Illustrator, Photoshop).
- Proficient with HTML and DITA XML.
- Keen attention to detail.
- Ability to communicate complex technical concepts with conversational language.
- Native English speaker and conversational in Chinese.

EXPERIENCE

English Tutor, Eye Level Learning Center

Oct 2018 – Sept 2020

Milpitas, CA

- Rewrote coursework to be clear, concise, and engaging to meet student needs.
- Worked with multiple departments to understand different coursework and technologies surrounding adaptation to at home learning.
- Adapted content to connect with parents and students through newsletters and announcements.

Sales and Marketing Associate, Daiso Japan

Dec 2017 – Oct 2018

Milpitas, CA

- Led US based team to adapt Japanese products to US customer base's understanding and use.
- Addressed and solved customer dissatisfaction.
- Worked with management to market new and seasonal products.

Test Technician, Picarro

Aug 2014 – Nov 2017

Santa Clara, CA

- Ran controlled tests to determine the range of the tested products.
- Troubleshoot and documented any errors that appeared.
- Worked together with other departments to identify and troubleshoot problems.

REFERENCES AND WRITING SAMPLES

Available upon request