

Jasmine Alexandra Kuo

MELBOURNE, AUSTRALIA

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EDUCATION

Bachelor of Design

University of Melbourne, Australia
Graphic Design and Theatre Design
2023

Fashion Design

Central Saint Martins - UAL, England
Study Abroad Summer- July 2022

Total Design

IED Madrid, Spain
Study Abroad Summer - July 2019

International Baccalaureate Diploma Programme (IBDP)

UWCSEA - Singapore, 2019

AWARDS

UWCSEA - Singapore

IGCSE Graphic Design attained the highest mark worldwide for Pearson Edexcel International GCSE Art and Design: Graphic Design

SKILLS

Adobe Illustrator
Adobe Indesign
Adobe Photoshop
Laser Cutting & 3D printing
Rhino 7
Enscape

EXPERIENCE

Graphic Designer and Exhibition Support

University of Melbourne, Australia / June 2023 - Current (part time)

- Supported exhibition installations and provided hands-on exhibition assistance, including woodworking and construction.
- Worked as a graphic designer, producing brand-aligned print materials.
- Contributed as an exhibition curator, supporting concept development and presentation.
- Created exhibition floor plans and wayfinding systems.
- Collaborated in client-facing discussions and internal design team meetings.

Architecture and Graphic Design Tutor & Exam Invigilator

Trinity College, Australia / October 2023 - Current

- Supported students from the University of Melbourne in developing design concepts and visual communication skills.
- Provided constructive feedback to improve technical execution, model making and presentation quality.
- Assisted with assignment reviews and exam supervision.
- Guided students toward stronger academic performance and increased confidence in their creative work.

Architectural Research and Design Assistant

University of Melbourne, Australia / March 2024 - May 2024

- Conducted research and prototyping for an architectural sustainability project exploring the reuse of Rip Curl neoprene offcuts.
- Performed material testing and design analysis to inform sustainable outcomes.
- Managed research documentation, data collection, and development processes.
- Led project meetings and contributed to research and development discussions.

Administrative Services Officer

University of Melbourne, Australia / July 2024 – July 2025

- Provided administrative, executive, and facilities support for the Faculty of Architecture.
- Coordinated daily operations and supported faculty projects.
- Liaise with external contractors and clients.
- Managed resources and ensured compliance with OH&S standards.
- Maintained key databases and administrative systems.
- Facilitated staff onboarding and induction processes.
- Assisted leadership with scheduling, minute-taking, and committee support.

Senior Fabrication Design Technician

University of Melbourne, Australia / February 2023 - September 2024

- Supervised interns in daily operations within the Digital Fabrication Lab.
- Oversaw the use of advanced machinery, including laser cutters, Kern Metal Lasercell, and 3D resin and HP nylon printers.
- Designed concept models using Adobe and CAD software.
- Led consultations and supported internal fabrication projects.
- Ensured strict compliance with safety protocols while supervising students.
- Maintained and monitored equipment to support safe and efficient operation.
- Assisted with social media marketing on Instagram, creating posts and stories to promote lab activities and projects.