

SKILLS

- Proficient in **Adobe Creative Cloud/Suite (Photoshop, Illustrator, InDesign, Acrobat Professional)**, Microsoft Office; familiar with Adobe Dreamweaver, Flash, Quark Xpress, CorelDraw.
- Experienced with creating materials for both web and print, including prepress and print production techniques, such as color separation, spot colors, and digital, large format, and offset printing.
- Knowledge of web design and development, including HTML and CSS.
- Experienced with both PC and Mac systems.
- Basic photography skills, video editing and creation.
- Excellent written and spoken communication skills, with an exemplary customer service record; bilingual in English and Korean.

PROFESSIONAL HISTORY

Marketing Coordinator, *University of Colorado Colorado Springs*, September 2015 – present

- Create marketing strategies and materials for auxiliary service departments at UCCS.
- Oversee production of printed materials and ensure on-time delivery.
- Design marketing collateral for both print and web; update websites as needed.
- Provide photographic and video support at special events to be used for marketing.

Freelance Graphic Designer, *January 2007 – present*

- Web Design: design and build websites and web graphics, using HTML and CSS.
- Al Kaly Shriners: lay out a 28-page monthly newsletter, design graphics and ads, edit photos, proofread and edit document.
- Freelance sites: create logos, business cards, ads, postcards, flyers, posters, illustrations, and other graphics as commissioned.
- Online shops: make and sell designs for t-shirts, wall art, coffee mugs, stickers, and other products.

Graphic Designer and Print Specialist, *UPS Store*, September 2014 - September 2015

- Create custom designs for business cards, postcards, posters, bulk mailings, and other printed materials; use knowledge of print industry standards to make camera-ready art.

Production Artist, *CoasterStone*, April 2012 – April 2014

- Modified customer art and prepared production files, including color correction, re-sizing images, and designing layouts for custom stone coasters; was responsible for final product quality.
- Assisted Art Supervisor in creating marketing collateral, including sales sheets and email blasts.
- Provided excellent customer service in person, and by email and phone; followed up with customers regularly to ensure that projects were completed on schedule.

Graphic Artist, *Etching Industries/Etching Wines & Spirits*, January 2010 – January 2012

- Created in-house marketing material, such as flyers, catalogs, price sheets, email blasts, banners, business cards, and other promotional materials.
- Designed and updated website with new products, Flash slideshows, and information.
- Prepared, modified, and created custom artwork according to production specifications.

PREVIOUS WORK

May 2006 – February 2009

- Drew technical illustrations and exploded diagrams using Adobe Illustrator and created manuals, brochures, and other printed materials in Adobe InDesign.
- Created and redesigned ads to run in the Colorado Springs Gazette and other publications while meeting strict deadlines.
- Created logos, business cards, flyers, brochures, posters, and other graphics.
- Layout design of daily and weekly publications.
- Met with clients to discuss and execute new designs according to clients' specifications.

EDUCATION

Northwestern University
Bachelor of Art

CAREER SUMMARY

“Why not just do it anyhow? No one will notice.” “Because that wouldn’t be professional.”

This conversation, between me and my first graphic design mentor, has been one of my core values since my first foray into design. Being professional means being deadline- driven and detail-oriented, and ensuring that all of my work is high quality, whether it is a personal design for a one-time client, or a large-scale job. I constantly strive to improve, and consequently have a proven track record of making a positive impact at the workplace. My willingness to tackle and solve any problem has often led to my being consulted by others for solutions, and I often step up to take the lead on new projects. Anything less than that? It just wouldn’t be professional.