



Dynamic, **creative** visionary **committed** to the profession of visual **communication** with **passion** for the creative process is looking to **marry** her **skills** to a progressive company in a creative **fun environment**.

GRAPHIC DESIGNER / Freelancer
Jun 2007 – Present | San Francisco, CA

GRAPHIC DESIGNER
Millennium2000 Realty - Diamond Press & Printing | April 2006 – Jun 2007 | San Jose, CA

- . Developed marketing strategy for the real estate portion of the firm's business which included design/development and implementation of knowledge system, templates (business cards, forms, flyers, postcards, riders, post signs, for-sale signs, banners), and its library-order.
- . Responsible for the conceptual development, design and production of - Quarterly Real Estate magazine (Millennium Homes), Daily Individual Property advertisements and monthly Vietnamese magazine (Xomviet).
- . Translated client's Marketing and Sales objectives into successful creative strategies.
- . Proven aptitude for quick creative thinking with acute attention to detail within demanding deadlines.
- . Worked closely with publication team, from concepts through production, ensuring design and visual integrity as well as excellence by working closely with owners through the entire process.
- . Interacted with pre-press and printers to provide quality assurance over all creative deliverables for magazine publications.
- . Created, directed, designed, and solicited sales and contributor partnerships for annual magazine (VANG Inc.); day-to-day responsibilities included project planning, content design, templates, content and copy management, editing and pre-press.

GRAPHIC DESIGNER / Office Assistant Manager
Propaganda Visual Ltd. | Mar 2004 – Jan 2006 | Salisbury, UK

- . Responsible for all creative aspects of the company which included design of brochures and stationary, selection and preparing of display items, photography and digital image enhancements.
- . Developed and maintained a broad knowledge base on all client products to encourage synergy of marketing/creative efforts.
- . Responsible for the operation of the day-to-day business of the company & reporting to the Managing Director daily.
- . Managed top tier account (Polo Ralph Lauren) by acquiring specific visual merchandise executing order management, invoicing, and shipping products.
- . Ensured that internal and external client expectations were met or exceeded at all times.

MARKETING COORDINATOR / Accounting Assistant
Prime Time Marketing | Dec 1999 – Feb 2004 | San Francisco, CA

- . Managed artwork/digital files between customers and vendors.
- . Followed purchase orders through its completion - order entry, working with salespeople and vendors, approving of product, shipping verification for internal and external branches.
- . Provided administrative and secretarial support to the accounting and sales staff including a wide range of responsibilities relating to daily office functions including A/P processing/vouching.
- . Other responsibilities included creating logos, presentations, and editing a variety of visual files.
- . Switchboard – friendly and helpful phone demeanor - customer service.

VISUAL COMMUNICATIONS SPECIALIST/ Teacher Assistant
San Francisco State University | 2002 | San Francisco, CA

- . Edited and revised the visual and graphic aids for the Human Anatomy lectures.
- . Created PowerPoint lessons still in use today which can be accessed on the teacher's educational website.

Education:

B.A., Bachelor of Arts
2002 San Francisco State University | SF, CA

Web Design Certificate
2004 Academy X | SF, CA

Applications:

Adobe CS 2.0
Photoshop, Illustrator, InDesign,
Fireworks, Dreamweaver.
MS Office
Word, Excel, Power Point, Outlook.