

LEUNG, CAROL

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<http://www.CLspot.com>

QUALIFICATION

3 years of hand-on-hand experience with team projects ranging from logo design to creating promotional materials.

EDUCATION

University of Houston, Houston, TX

Bachelor of Science; College of Technology 2009

Major: Organizational Leadership & Supervision; Concentration: Graphic Technology

Minor: Graphic Communications (Fine Arts)

Relevant Courses

Digital Media, Leadership, Logistics, Project Management, Quality Systems, Consumer Sales, Pre-press & Print Processes, Costing in Graphics

HONORS & ACTIVITIES

Member of the International Graphic Arts Education Association at the University of Houston

EXPERIENCE

Grace Computer & Internet Corp.

Nov 2011 - Present

Lead Graphic/Web Designer

- Produce marketable web and graphic designs with functionality for retail and wholesale companies.

TSS Photography

Sept 2011 - Present

Photography Assistant + Data Entry

- Systematize information for sales and up-sell picture packages to customers
- Gather and consolidates client information into databases for simple accessibility.

Museum of Cultural Arts Houston

May 2006 - June 2006

Administrative/Graphic Intern

- Conduct research regarding art developmental products and administration.
- Participated in the development of the Fruits of Fifth Ward Mosaic Mural Project sponsored by the History Channel

M.D. Anderson Library

August 2003 - February 2009

Assistant Shelver/Clerical

- Coordinates and set up for library department events/projects and resolve current issues to enrich user library experience.

SKILLS

Design

Adobe Creative Suite, Flash & Animation, HTML, CSS, JavaScript, Content Management Systems, FTP

Administration

Microsoft Office, PowerPoint Presentations, Project Management

Press

AB Dick 360 Offset Press, Ryobi 3302HA 2-Color Press, Bindery Operations, Vinyl Cutting

