Carol Leung

Web/Graphic Designer at Grace Computer & Internet Corp.

cleung4@uh.edu

Summary

As a Technology Leadership major with a Graphic Design emphasis, I have worked on several team projects ranging from logo design to creating promotional materials. Some highlights of my special abilities include:

- Web designer who works with a team of design, programming and technicians to polish complex multi-functional projects and deliverables

- Developing multi-functional websites using an integration of HyperText Markup Language (HTML), CSS Stylesheets and JavaScript from Contemporary to Modern web designs for personal and corporate companies.

- Expressive web designs for e-commerce using popular content management programs such as WordPress, ZenCart, OpenCart and LMS with an integration of HTML, CSS, and responsive media queries

- Designs and delivers multi-functional projects in a timely manner.

- Hands-on experience with pre-press, print, and bindery equipment (large format vinyl cutting machines, lamination)

Specialties:

-Mac/PC Platforms

-MS Office (Excel, Access, Word, Powerpoint, more...)

-Adobe InDesign CS2

-Adobe Photoshop CS2

-Adobe Illustrator CS2

-JASC Paint/Animation Shop Pro

-HyperText Markup Language (HTML)

-Corel VideoStudio Pro

-Master Vinyl Cutter (Large Format)

-Bindery Operations (Cutter/Folder)

Experience

Lead Web/Graphic Designer at   Grace Computer & Internet Corp.
November 2011 - Present

  • Develop and execute design and layout solutions for market research, company branding, logo designs, web design, vinyl lettering,, business cards, flyers, brochure and menu designs using an integration of Photoshop, Illustrator, and InDesign.

  • Confer with clients to discuss and determine layout design, review drafts and approval

  • Maintains and builds strong bonds between potential customers

  • Designing and maintaining personal and corporate web designs including frequent site imaging and content modifications using HTML, CSS and Responsive Media Queries for multi-devices.

  • Produce marketable e-commerce web designs for retail and wholesale companies using ZenCart, OpenCart. WordPress used to construct shopping cart designs created for wholesales with promotional purposes and content management.

  • Create basic design mock ups and organize design information, customer specifications, and planning using office programs, such as Photoshop, Illustrator and InDesign.

  • Works closely with general manager to update and provide creative direction for projects/websites on an on-going basis

  • Coordinates several projects simultaneously working with a diverse team of developers, and IT department.

Photography Assistant + Data Entry at   TSS Photography
September 2011 - Present (2 years 5 months)

  • Responsible for helping to set-up for school/sport events and photography equipment, and event tear down

  • Working with an assigned photographer to make sure kids are prepared for photos, such as posing and

shading equipment

• Assuring customers receive assistance and answers

• Sales/Table Assistant – Gathering information on envelopes, making sure card and order information is complete, up selling picture packages. (Requires having an outgoing attitude, be cheerful and helpful with parents, kids and coaches/teachers and provide superior customer service. Proficiency with math skills is necessary.)

Payment Processor at   PreCash
May 2011 - May 2011 (1 month)

PreCash is a growing company with many years of experience in both the prepaid phone industry and the credit card-acquiring business, with expertise in building financial transaction solutions. Service Providers include and not limited to Comcast, Allstate Insurance, TXU Energy, Liberty Mutual, Charter Communications, etc.

• Processed payments for Indirect Service Providers using Interactive Voice Response and computer systems
• Entered data efficiently with 23+ payments processed per hour
• Process payments with high degree of accuracy with an monthly error rate of 0.10%

Student Assistant Shelver at   M.D. Anderson Library
August 2003 - February 2009 (5 years 7 months)

M.D. Anderson Library August 2003 – February 2009 (5 years 7 months)

The M.D. Anderson Library is the main library of the University of Houston library system, an academic library system of the University of Houston serving students, faculty, staff and the general public. We will provide a highly interactive, personalized library experience for each user and welcoming spaces for collaboration and discovery.

• Resolve patrons questions on the library electronic resource system
• Conduct shelving operations (data/ordering documents/journals) to simplify research and enrich library experience
• Effectively prepare and set up for library department events/projects
• Entrusted with unsupervised receptionist responsibilities

Graphic Intern/Administrative Assistant at   The Museum of Cultural Arts, Houston
May 2006 - June 2006 (2 months)

• Gathered and consolidated client information into MS Word and Excel for bookkeeping. Other responsibilities included organizing labeling and marketing materials for packaging.

• Assisted with internet research about products and equipment used in daily operations

• Contributed with the team in sketching the base of the mural and piecing together the ceramic tiles of the Fruits of Fifth Ward Mosaic Mural Project sponsored by the History Channel

• Fruits of the Fifth Ward Mosaic Mural Project voted as the Best Wall Art of 2012 on the Houston Press.

Volunteer Experience

Mural Artist/Administration Volunteer at   The Museum of Cultural Arts, Houston
May 2006 - July 2006 (0 years 2 months)

• Gathered and consolidated client information into MS Word and Excel for bookkeeping. Other responsibilities included organizing labeling and marketing materials for packaging.

• Assisted with internet research about products and equipment used in daily operations

• Contributed with the team in sketching the base of the mural and piecing together the ceramic tiles of the Fruits of Fifth Ward Mosaic Mural Project sponsored by the History Channel

• Fruits of the Fifth Ward Mosaic Mural Project voted as the Best Wall Art of 2012 on the Houston Press.

Languages

English   (Full professional proficiency)
Cantonese   (Professional working proficiency)
Mandarin   (Elementary proficiency)

Skills & Expertise

PowerPoint
Access
InDesign
Illustrator
Flash
Photoshop
HTML
Microsoft Excel
Layout
Graphic Design
Web Design
WordPress
Photography
CSS

JavaScript
ZenCart
Brochures
Logo Design
Graphics

Education

University of Houston

Bachelor of Science, Organizational Leadership and Supervision, 2003 - 2009

Activities and Societies: IGAEA International Graphics Arts Education Association at the University of Houston

2 recommendations available upon request

Alief Kerr High

High School Diploma, Core/Arts, 2000 - 2003

Activities and Societies: Received a score of 4 (4 Pt. Scale) Medallion in Visual Arts Scholastic Event (VASE) & Participated in the Cola-Cola Art in Harmony Competition

---

Honors and Awards

-Received a score of 4 (4 Pt. Scale) Medallion in Visual Arts Scholastic Event (VASE)

-Participated in the Cola-Cola Art in Harmony Competition

-Texas Scholars Commitment to Excellence Award

Interests

Art History, Computer Imaging, Intermediate Graphic Communications, Color, Silkscreen, Drawing for Graphics, Photography, Painting, Computer Applications, Visual Communications, Multimedia, Digital Media, Leadership, Logistics, Project Management, Quality Systems, Consumer Sales, Pre-press & Print Processes, Costing in Graphics

---

Carol Leung

Web/Graphic Designer at Grace Computer & Internet Corp.

cleung4@uh.edu

Linked in ®

2 people have recommended Carol

"During the time Carol was in my classes at UH, I was thoroughly impressed with her dedication and enthusiasm. I am proud to have been her professor."

— **Jerry Waite**, *Professor, University of Houston*, taught Carol at University of Houston

"Carol is a creative and talented student. She follows instructions perfectly. She tries to excel in all her work. She did extremely well in the courses I taught."

— **Monika Zarzycka**, *Lecturer, University of Houston*, taught Carol at University of Houston

Contact Carol on LinkedIn