CAROL LEUNG

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@ cleung4@uh.edu

📍 Houston, Texas

EXPERIENCE

Lead Graphic/Web Designer

Grace Computer & Internet Corp

📅 11/2011 - Ongoing 📍 Houston, Texas

Develop 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
- Design and maintain content for both personal and corporate websites using HTML, CSS, and CSS3 responsive media queries
- Produce marketable e-commerce web designs with shopping cart functionality for retail and wholesale companies using ZenCart and WordPress
- Create basic design mock-ups and organize design information, customer specifications, and planning using office programs, such as Word, Excel, and PowerPoint
- Coordinates several projects simultaneously working with a diverse team of developers, and IT department

Photography Assistant + Data Entry

TSS Photography

📅 09/2011 - 2012 📍 Sugar Land, Texas

Responsible for event setup and tear down of photography equipment for school sport events

- Work with an assigned photographer to make sure kids are prepared for photos, such as posing and shading equipment
- Ensure customers receive assistance and maintain superior customer satisfaction
- Gather order information for sales and up-sell picture packages to customers
- Delivers an outgoing attitude when providing assistance to parents and children
- Gather and consolidate client information into MS Excel for bookkeeping.

SUMMARY

As a Technology Leadership major with a Graphic Design emphasis, Carol has worked on several team projects ranging from logo design to creating promotional materials. Some her experiences include:

- Designing and delivering multi-functional projects in a timely manner
- Hands-on experience with pre-press, print, and bindery equipment (large format vinyl cutting machines, lamination)
- Developing multi-functional websites using HyperText Markup Language (HTML), CSS Stylesheets and Responsive media queries to customize Contemporary to Modern designs for personal and corporate companies.

SKILLS

Adobe   Adobe Illustrator

Adobe Indesign   Adobe Photoshop

CSS   Media Queries   CRM   CMS

Customer service   E-Commerce

Graphic Design   HTML   Layout

LMS   Market Research   EXCEL

Microsoft Office   PowerPoint

WordPress

EXPERIENCE

Administrative/Graphic Intern

Museum of Cultural Arts Houston

📅 05/2006 - 06/2006   📍 Houston, Texas

Gather and consolidate client information into MS Word and Excel for bookkeeping. Other responsibilities include organizing, labeling and creating marketing materials for packaging

- Conducts internet research about art and administration products and equipment used in daily operations
- Contributes 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

Assistant Shelver/Clerical

M.D Anderson Library

📅 08/2003 - 02/2009   📍 Houston, Texas

Proactively resolves patrons questions on the library electronic resource system

- Conducts shelving operations for books, documents, and journals with the goal to keep the library organized and enrich the user library experience
- Effectively prepare and set up for library department events/projects such as the award ceremony for Honor students and staff
- Fulfills receptionist responsibilities with minimal supervision

EDUCATION

Bachelor of Science

University of Houston

📅 08/2003 - 02/2009

Organizational Leadership & Supervision

College of Technology

📅 08/2003 - 02/2009

ACHIEVEMENTS

💎 **Member of the International Graphic Arts Education Association at the University of Houston**
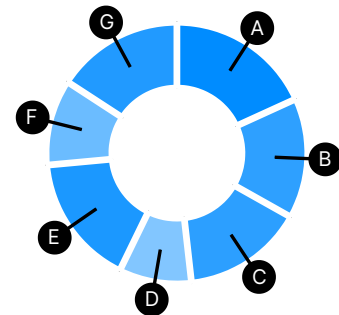
💎 **Texas Scholars Commitment to Excellence Award**

💎 **Member of the OCA-Greater Houston 2014**

KNOWLEDGE

Ⓐ WordPress/Content Management
Ⓑ HTML (Hyper Text Markup Language)
Ⓒ CSS (Cascade Stylesheets)
Ⓓ CSS Responsive Media Queries
Ⓔ Graphic Design (Adobe PSD, ID, AI)
Ⓕ Customer Service
Ⓖ Administration/Data Entry

PASSIONS

💙 **Visual Design**

💙 **Creativity**

💙 **Uplifting Others**