

## Summary

Experienced digital production artist with excellent Adobe Creative Suite skills. I thrive on solving problems and creating flawless files in InDesign, Illustrator and Photoshop. My main responsibilities are producing digital art, but as a member of a small studio, I am involved with all aspects of a project, including research, design, and coordinating with both clients and vendors. I enjoy exercising my creativity but I am also able to follow directions quickly and accurately. I work well collaboratively as well as independently. My strong digital skills are complemented by a love of typography and strong proofreading skills.

## Experience

### **GRAPHIC DESIGNER / PRODUCTION ARTIST / PROJECT MANAGER, 2007 TO PRESENT**

L Studio, Sausalito, CA

Graphic support for design and communications studio that focus on materials for sustainable land use organizations. Responsible for design, production, trouble-shooting files, preflighting, press checks, as well as tracking projects and managing client communications. Projects included: print materials (brochures, newsletters, stationery and style guides) and digital materials (email blasts and websites). Clients include: The Presidio, GGNPC, Marin County Parks, Hines, and TMG Partners.

### **FREELANCE GRAPHIC DESIGNER, 2003 TO 2007**

San Francisco, CA

Projects have included designing and implementing logos for identity systems and promotional materials, as well as design and production work for publications and websites.

### **GRAPHIC DESIGNER / WEB PRODUCTION ARTIST, 2006 TO 2007**

Safeway.com, Pleasanton, CA

Design and production support for Safeway.com. Created homepage ads and web banners on a weekly basis. Fast paced environment that required a quick turnaround time and the ability to remain calm and focused. Also responsible for various print collateral and UI design.

### **GRAPHIC DESIGNER, 2005 TO 2006**

In The Bag Marketing Advertising and Design, San Francisco, CA

Designer for a small design studio. Designed logos, websites, brochures and ads.

**Skills** InDesign / Photoshop / Illustrator / MS Office / Google Docs / Basic HTML / WordPress

## Education

- May 2003 Certificate in Print Production (Graphic Communications) at City College of San Francisco
- June 2000 University of Toronto, B.A. Honors, Specialist in English, graduated with High Distinction

## Volunteer Experience

- May 2011 to Present — Presidio Knolls School Volunteer
- May 2004 to 2012 — Taproot Volunteer



2038 Divisadero St Apt 303  
San Francisco, CA 94115  
415.710.3763  
civiane@civianechung.com