

Rachel Lee

Graphic Designer • Portland, OR Metropolitan Area

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WORK EXPERIENCE

Marcus & Millichap • Marketing Coordinator • Portland, OR

Dec 2022 – PRESENT (Full-time) • JULY 2022 – Dec 2022 (Contract)

- Assisted Operations and Regional Managers, Portland and Seattle agents, and collaborated daily with marketing coordinators across the West Coast with exclusive property listing campaigns for the #1 commercial real estate firm in North America
- Designed custom digital and in-house spiral bound proposals and offering memorandum books with site and retailer maps. Responsible for postcards, social media graphics, and flyers for Christensen Group, a leading Pacific Northwest multifamily housing team in Portland. Helped grow Christensen Group's LinkedIn followers to 700+ (9/22-7/23) and helped grow the Marcus & Millichap Pacific Northwest LinkedIn page to 250+ followers (4/23-7/23)
- Reviewed and processed representation and purchase agreements using internal software and DocuSign. Greeted clients via the front desk, redirected incoming calls, maintained office cleanliness, distributed mail, and performed inventory and restocking of supplies

ZincFive, Inc. • Presentation Designer • Portland, OR / Remote

APRIL 2022 – MAY 2022 (Contract)

- Redesigned product and business slide decks according to new branding guidelines for the world leader in nickel-zinc batteries and technologies

Workdom, Inc. • San José, CA / Remote

Graphic Designer • OCT 2020 – DEC 2021 (Full-time)

- Designed marketing collateral and communicated in real-time via the Workdom chat app with clients located across the United States and India to grow small businesses
- Wrote web page copy for SEO, designed trade show booths and banners, and updated and posted on WordPress websites using HTML
- Managed project lists, assigned tasks, monitored the progress of projects, and on-boarded and trained new hires on web and design processes
- Designed and implemented the new Infix Resource Center UI and UX with topic, provider, and asset type filters. Created the new asset icons to align with existing isometric branding

Digital Design Intern • SEPT 2019 – OCT 2020

- Under Infix Healthcare, collaborated with copywriters, marketers, and product managers for the creation of marketing materials for the healthcare industry, including icons, social media graphics, Google Display Ads, blogs, landing pages, white papers, case studies, data sheets, and UI prototypes
- Communicated daily with team members in the Bay Area and India for assistance with web design, motion graphics, and backend development

Sisu • Freelance Graphic Designer • Remote

SEPT 2020

- Designed event graphics for speakers at the virtual 2021 Business Planning Summit hosted by Sisu, a growth automation software company for real estate

H&A Marketing and Communications, San José State University

Graphic Design Intern • San José, CA

JAN 2018 – SEPT 2019

- Led the Graphic Design Team in the production of posters, shadow boxes, flyers, programs, *The Metro* ads, and digital graphics for music, dance, theatre, and speaker events presented by San José State University colleges and departments, including the College of Humanities and the Arts, and local and national productions

Objective: To impact the lives of people every day through my work and to contribute to the success and growth of your company through its brand and values.

EDUCATION

San José State University (SJSU)

San José, CA

Bachelor of Fine Arts, Graphic Design

AUGUST 2016 – MAY 2020

- Graduated with Cum Laude
- Dean's Scholar for 2018 & 2019 for earning over a 3.65 GPA
- 2016 SJSU Annual Spartan Pride Scholarship Recipient

SKILLS

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Lightroom
- Adobe XD
- InVision
- WordPress
- Medium
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Planner
- Microsoft Teams
- Google Docs
- Google Slides
- Google Sheets
- Autodesk Fusion 360
- Canva
- HTML

EXHIBITIONS

IDEEC (International Design Education Expo & Conference)

Hammer Theatre Center, San José, CA

JULY 2019 – AUGUST 2019 (Prep)

AUGUST 16–18, 2019 (Conference)

- Branding development, name badge design, and conference staff duties

Galeria WIT, Warsaw, Poland

JUNE 4, 2019

- Unveiling of the newly renovated gallery and reception space for visiting art and design student work