

Rachel Lee

Graphic Designer • Portland, OR Metropolitan Area

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WORK EXPERIENCE

Marcus & Millichap

Contract Marketing Coordinator, Portland, OR | JULY 2022 – PRESENT

- Assisted the Operations Manager and Portland and Seattle agents with property listings. Marcus & Millichap is the industry's largest firm in real estate investment sales and financing
- Designed/reviewed lease books/offering memorandums and representation agreements using internal software, DocuSign, and Microsoft Teams. Greeted clients via the phone and front desk, maintained the cleanliness of meeting rooms and kitchen, distributed mail, and performed inventory and restocking of printing supplies, food, and drinks

ZincFive, Inc.

Contract Presentation Designer, Portland, OR / Remote | APRIL 2022 – MAY 2022

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

Medallion Art School

Part-time Receptionist, Vancouver, WA | DECEMBER 2021 – JANUARY 2022

- Greeted customers and answered their questions, answered incoming calls, called customers for monthly tuition payments, processed tuition payment transactions, and documented sales of tuition and art supplies. Took inventory of art supplies, built art kits, and made copies of forms and flyers

Workdom, Inc.

Full-Time Graphic Designer, San José, CA / Remote | OCTOBER 2020 – DECEMBER 2021

- 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 Infinx 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, San José, CA | SEPTEMBER 2019 – OCTOBER 2020

- Under Infinx 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 | SEPTEMBER 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 | JANUARY 2018 – SEPTEMBER 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 and 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
- Procreate App
- Canva
- Autodesk Fusion 360
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Google Docs
- Google Slides
- Google Sheets
- Photography
- HTML
- CSS

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