

Carmen Lew

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Hofstra University

- BS in Fine Arts, Graphic Design concentration
- Participated in Hofstra Association of Graphic Arts (HAGA) and Golden Key International (GKI)
- Graduated May 2010
- 3.8 cumulative GPA

Hofstra Association of Graphic Arts

- Secretary (Sept. 2009 - May 2010)
- Helped members who weren't as proficient in Photoshop, Illustrator and InDesign
- Planned and led workshops designed to teach and use graphic art programs
- Helped to institute the club's first philanthropic efforts: Making Strides Against Breast Cancer Walk and Relay for Life
- Helped initiate the first ever Fine Arts Career Night, which became an annual tradition
- Brainstormed with executive board team to establish format of the event and welcomed and moderated the panel of speakers

Golden Key International (Hofstra chapter)

- Webmaster (May 2008 - May 2009)
- Collaborated with executive board to plan events to give back to the community, donate to various clubs on campus, and support philanthropic speakers to come to Hofstra
- Maintained the Hofstra Chapter website at Golden Key home page
- Started and maintained the Hofstra Chapter group on Facebook
- Helped plan and run the 2009 Golden Key Induction Ceremony

Experience

Graphic Design Contractor at Innovar; Willow Glen, CA; April 2011 - Present

- Worked on flier designs, logos, and other small graphics work

Volunteer at Silicon Valley Education Foundation; San Jose, CA; May 2010 - Present

- Worked closely with marketing manager and events manager
- Worked on various in-house projects, such as logos, slick sheets, brochures, fliers, handouts, packets, and folders
- Worked on pictures for web, such as resizing, some small photo editing, and adding graphics
- Assisted in some event planning (calling caterers, event reception, behind-the-scenes work)

Intern for Silicon Valley Education Foundation; San Jose, CA; June -August 2009

- Re-designed Pioneers & Purpose program
- Designed Pioneers & Purpose dinner menus
- Designed Stepping Up To Algebra T-shirts
- Created and edited flyers, certificates, templates, save-the-dates, invites, and brochures

Intern for ALearn; Los Altos, CA; June - August 2009

- Worked directly under the co-founder and president, Kathryn Hanson
- Re-designed ALearn brochure using stock photos and written information
- Re-designed layout for ALearn website (currently in use)
- Edited existing ALearn flyers

Skills

Adobe CS5 Photoshop, Illustrator, Dreamweaver, and InDesign; HTML, CSS; Microsoft Word, Excel and Powerpoint (as well as the Mac equivalent: Pages, Numbers and Keynote); some social media (Facebook, LinkedIn, Twitter, Tumblr, MySpace, Blogger, Wordpress, Google, Flickr)