Leah Chan

GRAPHIC DESIGNER & ILLUSTRATOR

WORK EXPERIENCE:

STANFORD UNIVERSITY IT TECHNOLOGY TRAINING
GRAPHIC DESIGN AND MARKETING COORDINATOR [JULY 2018 - PRESENT]

- Design print and digital materials including flyers, emails, proposals, signages, and promotional items.

- Manage, track, and create content for department website.

- Support in the development of presentations and graphics for in-class, and e-learning courses.

- Collaborate with various Stanford communication outlets to create and schedule newsletter ads, event announcements, and other marketing outreach efforts.

GATEPATH
DESIGN AND MARKETING ASSOCIATE [SEPTEMBER 2015 - JULY 2018]

- Worked with the Director of Marketing to rebrand organization's identity, and update corporate style guide.

- Supported the marketing and graphic design needs of the entire organization. Tasks include designing signage, ads, direct mail campaigns, annual reports, social media, and web graphics.

- Other duties include planning and assisting in various fundraising campaigns and events, attending community outreach opportunities, and maintaining the marketing department's expenses and budget.

TOUCHMARK
GRAPHIC DESIGNER [MARCH 2012 - AUGUST 2015]

- Coordinated with marketing and public relations team to develop and design marketing campaign material.

- Tasks include designing direct mail pieces, ads, brochures, flyer templates, vehicle wraps, event invitations, and building signage.

FREELANCE GRAPHIC DESIGNER
CONTRACTOR [JUNE 2010 - PRESENT]

- Developed brand identity and graphic design materials for various clients and businesses. Projects include creation of logos, digital and print marketing materials, reviewing press proofs, and coordinating with print vendors to deliver projects within proposed timeline and budget.

CONNECT:

- chanleah.com
- 503.927.8622
- d3si6n3rm0nk3y@gmail.com

SKILLS:

- Illustrator
- Photoshop
- InDesign
- After Effects
- Content Managment Platforms (Drupal, Classy, and Eventbrite)
- Email Marketing Platforms (Mailchimp, and myEmma)
- Photography
- Laser and Vinyl Cutter
- Basic Knowledge of HTML & CSS
- Basic Video Editing

EDUCATION:

University of Oregon | 2007 - 2012
Bachelor of Fine Arts, Digital Arts