

Rachel Lee

Graphic Designer • Portland, OR Metropolitan Area

rachelkleedesign.com
linkedin.com/in/rachelklee6
rachelklee6@gmail.com
(360) 433-8192

WORK EXPERIENCE

Workdom, Inc.

Full-Time Graphic Designer, San José, CA / Remote

October 2020 – Present

- 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. Analyzed social media traffic, wrote web page copy for SEO, 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, where users can easily search for a topic, provider, and asset type in one place. Created the new asset/content type icons to align with existing isometric branding

Digital Design Intern, San José, CA

September 2019 – October 2020

- Under Infix Healthcare, collaborated with copy editors, marketing professionals, and product managers for the creation of marketing materials for the prior authorization/healthcare industry, including icons, social media graphics, Google Display Ads, blogs, landing pages, white papers, case studies, datasheets, and user interface prototypes
- Communicated daily with team members in the Bay Area and India for assistance with web design, motion graphics, and backend development

Coldwell Banker Bain - Debra O'Shea, Broker, ABR, RSPS

Freelance Graphic Designer

August 2020 – June 2021

- Created digital advertisements for the monthly Sunriver Scene, a newspaper owned and published by the Sunriver Owners Association. Advertisements featured property listings and a local real estate professional in Sunriver, Oregon
- Issues published: September 2020 – July 2021

Sisu

Freelance Graphic Designer

September 2020

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

Humanities and the Arts (H&A) Marketing Team

Graphic Design Intern, San José, CA

January 2018– September 2019

- Worked daily with the collaborative, student-led team of graphic designers, web developers, editors, and videographers, as well as professors, theatre directors, and clients
- Led the Graphic Design Team in producing creative posters, flyers, programs, and digital graphics for music, dance, theatre, and guest speaker events at the Hammer Theatre Center and for the SJSU College of Humanities and the Arts
- Gained knowledge and skills in marketing and print production for the Hammer Theatre Center Fall 2019 Events Guide and print and digital ads featured in *The Metro*, both of which were distributed to San José patrons

EDUCATION

San José State University, 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
- Autodesk Fusion 360
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Google Docs
- Google Sheets
- Google Slides
- Photography
- HTML
- CSS

EXHIBITIONS

IDEEC (International Design Education Expo & Conference),

Hammer Theatre Center, San José, CA
July 2019 – August 2019 (Preparation)
August 16–18, 2019 (Conference)

- Branding development, name badge design, and conference staff duties
- Featured work: "Hunger is a State of Mind" *New York Times Magazine* mock up cover

Galeria WIT, Warsaw, Poland

June 4, 2019

- Unveiling of the newly renovated gallery and reception space for visiting art and design student work
- Featured work: Freewheel, "Does your voice matter?", and "Hunger is a State of Mind" *New York Times Magazine* mock up cover