

education

MS Information Science

University of Illinois-Urbana Champaign
Starting in Fall 2018

BFA Graphic Design

Columbia College Chicago
December 2010

experience

Owner

Tiny Bear Studio
May 2015 to present

- Providing design and brand work for a number of nonprofits, small businesses, and startups within and outside of Chicago
- Coordinating and executing projects remotely while effectively time-managing working with multiple clients and projects at once

Design Specialist

World Business Chicago
June 2015 to May 2018

As a core member of the in-house design team, I designed and executed projects in support of 15 major programs, events, and departments.

RESPONSIBILITIES:

- Analyzed problems, anticipated consequences and eliminate obstacles to successfully completed design projects
- Prioritized and delegated responsibilities to the point where the Creative Director can assist with multiple internal client engagements, removing him from day-to-day work
- Consulted and liaised with internal and external partners, production teams, and outside vendors to produce strong visual communications within deadlines and budget requirements
- Oversaw the work of freelance designers and interns

Website & Creative Manager

National Hellenic Museum
September 2013 to May 2015

- Responsible for implementing the creative strategy and overall design of NHM's graphic identity and visual communications
- Led design of print & digital communications, which included environmental graphics, exhibition graphics, marketing collateral, and presentation materials with a focus on audience growth

skills & tools

creative & design direction
project management // email marketing
user interviews // persona creation
wireframe production // usability testing

Axure // Sketch // Adobe Creative Suite
Microsoft Office // Keynote // Basecamp
Slack // Wordpress // Strikingly
Mailchimp // Constant Contact

leadership

Graduate Assistant

University of Illinois-Urbana Champaign
for the Student Affairs Unit at the iSchool
Starting in August 2018

Lead Organizer

Chicago Geek Women
March 2016 to present

Chicago Geek Women (CGW) is a volunteer-run social group celebrating diverse women in geek culture. Our mission is to support and encourage women to pursue hobbies that are traditionally male-dominated. By creating and supporting inclusive gatherings, workshops, and similar events, Chicago Geek Women hopes to build community amongst ourselves and with other self-identifying geek women in the Chicago-area.

RESPONSIBILITIES:

- Provide strategic vision and management on all aspects of building CGW's reputation as a thought-leader in Chicago's geek community.
- Cultivate relationships with and represent CGW in assorted city-wide partnerships.
- Prepare and lead 3-5 monthly activities

Alumni Board Secretary

City Year Chicago
September 2014 to present

After my year of service at City Year Chicago, an education nonprofit organization helping students and schools in underresourced schools succeed with near-peer tutoring and mentoring, I continue to be involved with the organization through its Alumni Association.

RESPONSIBILITIES:

- Help plan events and communications in order to engage and strengthen relationships between City Year Chicago alumni, staff, and Americorps Corps Members.
- Take minutes at all chapter board meetings
- Maintain chapter records, including membership lists, to ensure an accurate and complete history of activities.

volunteer

Mentor & Teaching Assistant

Street Level Youth Media
2014 to 2016

Corporate Volunteer Program Leader

Chicago Cares
June 2012 to December 2013

Volunteer ESL/ELL Instructor

St. Joseph Services
June 2012 to August 2012

Volunteer UX Instructor

NFTE Summer Camp
Summer 2014

professional development

User Experience Design

The Starter League
Spring 2014

Designer

Hackathon For Social Good
Fall 2014

Participant

DoSomething Social Action Boot Camp
Summer 2013

Student-in-Residence

Impact! Design for Social Change
at the School of Visual Arts
Summer 2013

internships

Development Intern

Center for Community Arts Partnerships
at Columbia College Chicago
October 2011 to January 2012

Web Design Intern

McGowan Charitable Fund
September 2010 to January 2011