

# FIONA PHAN

## Graphic Designer



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A driven, open minded, creative, hard-working, organized, desired-to-learn, and problem solving graphic designer with a strong sense of dedication and commitment. Inspire and get inspired everyday through the design project, and never cease to learn and adapt to new environment.

### AREAS OF EXPERTISE

Graphic Design, Logo Design, Packaging Design, Flyers and Catalog Design, Product Photography, Web Design (UX/UI), Magazine, Poster Design, Branding and Identity System.

### EDUCATION

- Fall 2014 - present, Cal State Long Beach, Long Beach, CA  
Expect: Bachelor of Art, emphasize in Graphic Design

- Spring 2012, Golden West College, Huntington Beach, CA  
Associate of Art - Transfer (AA-T) in Graphic Design

### LANGUAGE/SPECIAL SKILLS

- Fluent in English and Vietnamese
- Experienced in Adobe Creative Suits: Photoshop, Illustrator, Indesign, Muse, Bridge; Sketchbook Express; Balsamig, CMS Back End.
- Experienced with Internet, Microsoft Office (Word, Excel, Power Point, One Note, Outlook), Quickbook, Evernote, Wunderlist.
- Experienced with Fax, Scan, and Photocopy Machine (color and grayscale).
- Experienced with DSLR Camera and Studio/Shop.
- Experienced in Customer service, teamwork.

### COMPUTER LITERACY

MICROSOFT OFFICE (WORD, EXCEL, PPT)  
98%

ADOBE SUITES:  
INDESIGN, PHOTOSHOP, ILLUSTRATOR, MUSE  
80%

QUICKBOOK  
50%

### OTHER INFORMATION

Date of birth: December 05, 1989  
Driving License: Yes, since 2010  
Residence: Garden Grove, CA  
California Permanent Residence: since 2010  
Relocation availability: No

OCT 2014 to: PRESENT

### GRAPHIC DESIGNER, CEO ASSISTANT BEAUTY PAGE INC., GARDEN GROVE, CA

- Designing Packaging for company's products.
- Designing website, catalog, monthly flyers, promotions.
- Photographing new products for company.
- Working on the company Website: Back End admin, maintenance and develop the site.
- Managing inventory database, barcode, item list.
- Help planning and dealing with future manufacturers and labs.

DEC 2012 to: OCT 2014

### SALE REPRESENTATIVE BEAUTY PAGE INC., GARDEN GROVE, CA

- Taking order and scheduling shipping with trucking (FedEx, UPS, USPS, DHL, Roadrunner, EDI, Bluegrace)
- Telemarketing, customer services.
- Making purchase order, dealing with vendors, organizing products.
- Managing inventory.

MAY 2012 to: DECEMBER 2012

### FRONT OFFICE NURSE/RECEPTIONIST DENTAL OFFICE, CA

- Taking phone calls, messages, making appointment for patient
- Checking insurance and call insurance for benefits and claims of patient
- Preparing chart for patient to come
- Assisting a little bit for back office such as preparing the room for patient to come in and assist doctor when the office is too crowded.
- Going over patient's dental education for patient and make sure patient is in good condition when walking out.

### SOCIAL ACTIVITIES AND SPECIAL INTERESTS

- Church Young Adult Group Leader since 2007
- Social Charity Activities active
- Worship Team Leader
- Guitarist