

CAROL SO HAN

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DESIGN TECHNOLOGIES AND SKILLS

HTML, CSS, JavaScript, WordPress, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, OSX, Windows, Microsoft Office Suite, Drawing and Illustration, Painting, Ceramic Arts

SKILLS

Excellent Communication Skills, Flexible Approach, Self-Motivation, Marketing, Project Management

EXPERIENCE

GRAPHIC AND WEB DESIGNER

Freelance Designer, Philadelphia, PA August 2016 - Present

- Designed and developed physical products, digital assets, and websites for individual clients
- Directed and managed projects to completion within time and budget deadlines
- Iterated designs based on user and client feedback and advised on modern design sensibilities

FRONT DESK RECEPTIONIST AND APPLICATIONS COORDINATOR

University of the Sciences, Philadelphia, PA August 2015 - Present

- Manage University Ambassadors for Admissions events and daily tour schedule
- Organize application materials and process for evaluation

PROGRAM MANAGER

Mark Group, Philadelphia, PA January 2012 - May 2014

- Directed company's participation in incentive-based residential energy efficiency programs
- Trained departments and individual personnel on program procedures
- Developed standard operating procedure documents, incorporating program compliance issues

CERAMICS TEACHING ARTIST

Claymobile, The Clay Studio, Philadelphia, PA October 2009 - August 2010

- Supported underfunded public schools by traveling with all materials to teach ceramics lessons
- Communicated with students and instructors to ensure a safe and healthy learning environment
- Analyzed and reported on class demographic information and charted overall class achievement

SPECIAL EVENTS MANAGER

The Wilma Theater, Philadelphia, PA January 2004 - June 2006

- Coordinated development events including fundraising receptions for 300+ guests
- Developed and implemented new donor engagement event: "Behind The Scenes"
- Negotiated agreements and logistics with restaurants and vendors

EDUCATION

UNIVERSITY OF THE ARTS

Web Design Certificate
Continuing Education

UNIVERSITY OF THE ARTS

B.S. Industrial Design
Presidential Scholarship
Dean's List

SMITH COLLEGE

B.A. in Art History
STRIDE Scholarship
Dean's List