

JULIE SHI

WEB DEVELOPER
GRAPHIC DESIGNER
ENTREPRENEUR

ADVANCED /
INTERMEDIATE:

InDesign
Photoshop
Illustrator
HTML
CSS

BEGINNER:

JavaScript
jQuery

CURRENT TRAINING

THINKFUL
Frontend Web Developer
Training Course
(3 Months)

SKILLCRUSH
Web Design and Developer
Training Course
(3 Months)

EXPERIENCE

Assistant Director of Stewardship and Development Communications
Stanford Law School, Department of External Relations
(October 2012 – March 2015)

- Design and implement donor recognition collateral, brochures, reports, and email marketing using Photoshop, Illustrator, Indesign, and HTML, and photography.
- Collaborate with key affiliates across campus, as well as print, web, and design partners and vendors to manage donor recognition and reporting of more than 200 endowed and expendable funds, which support professorships, fellowships, legal clinics, student organizations, student achievement awards, faculty research, and other programs.
- Recruit and manage students and faculty volunteer participants for donor recognition efforts, such as donor thank-a-thon, and student and faculty photo and video projects, with occasional participation from the dean of the school.
- Maintain positive working relationships with key affiliates in other SLS departments and across campus, whose partnership is necessary to the success of our department.

Operations Director and Acting Communications Manager
New Life Fellowship Church, Queens, NY
(September 2010 – May 2012)

- Event manager for more than 30 events and programs (seminars, retreats), including the annual Emotionally Healthy Leadership Conference (350 pastors and leaders in attendance), for which I designed event signage and volunteer recruitment materials, and recruited/managed more than 40 volunteers.
- Acting communications manager for the whole duration of my employment at New Life Fellowship; managed website updates, designed web banners, Power Point slide designs, (print) promotional materials, conference and event signage

Impact Administrator
Beijing International Christian Fellowship
(February 2008 – August 2010)

- Manage grant-making Impact Fund program, including grant proposal review, advise and interview fund applicants, conduct site visits and ensure compliance to grant policies and procedures
- Track progress of each funded project; prepare and present quarterly reports to the executive board as well as the church membership.
- Event manager for annual BICF Christmas Banquet (400 attendees, including Chinese government officials)
- Leader of 4 outreach trips to areas such as Ningxia and Liaoning Provinces
- Supervised 2 administrative assistants and 5 temporary student interns

EDUCATION

Bachelors of Science in Human Development
Binghamton University - State University of New York

Masters in Public Administration - Nonprofit Concentration
Binghamton University - State University of New York