

SuJin Song
143-33 Sanford Ave APT A2B
Flushing, NY 11354
315-741-4466
sjin122@gmail.com
www.behance.net/sujinsong



Graphic Arts Specialist with practical knowledge of design techniques, tools and principles for production of technical plans.

EDUCATION

Multimedia and Web Design
Touro College, Manhattan, NY
Sep 2016 - Present
GPA 3.8

Continuing Education in Computer Art
School of Visual Art (SVA), Manhattan, NY
Oct 2014 - Jan 2015
3D Maya Animation

BA Computer Art
The State University of New York (SUNY) at Oneonta, Oneonta, NY
Jan 2012 - Dec 2013
Computer Art Club Member
SUNY Oneonta Auxiliary Services (OAS)
Scholarship 2013

SKILLS

Autodesk 3D Maya
Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Adobe Muse
ProPresenter
Sculpture
2D design

INTEREST

3D Animation
UI, UX, Web Design
Game (App, 2D and 3D)
Toy Design
Jewelry Design
2D Animation
Book Design

WORK EXPERIENCE

Korean American Times (Weekly Newspaper) - Manager, Designer (Queens, NY)
Dec 2014 - Present

- Advertised each newspaper article twice a week.
- Created retail and classified display advertising for daily news publication.
- Answered subscriber calls in each department.
- Produced classified pages for daily news publication.
- Obtained product information from computer database or alternate source.

CBSN Kidzoknews (Christian Monthly Newspaper) - Designer (Queens, NY)

Dec 2014 - Present

- Managed all aspects of producing monthly newspaper
- Redesigned paper from front to back including new section headers, new layouts, standardized headlines, standardized classifieds, and story formats.

KAPCO Agape Magazine (Christian Monthly Magazine) - Designer (Queens, NY)

Jan 2015 - Mar 2015

- Responsible for all editorial content including final edit.
- Collaborated individual's writing and managed to put all written work together.

J Bear - Children Art Teacher (Queens, NY)

Feb 2014 - Dec 2014

- Plan and implement instruction for art lessons.
- Observed children interests and progress, coordinated student progress to parents.

Korean Language Teacher (Queens, NY)

Feb 2014 - May 2015

- Plan lessons and followed instruction for art lessons.
- Documented children interests and progress of each child and provide feedback to parents.

VOLUNTEER

Media Technology in worship Korean American Presbyterian Church of Queens (Flushing, NY)

Jan 2014 - Present

Robyn Wood Home for Adults (Oneonta, NY)

Fall Semester 2013

Cooperstown Rotary Club (Cooperstown, NY)

September 2013

Saturday's Bread / First United Methodist Church (Oneonta, NY)

October 2013





SUJIN SONG

315.741.9494
sujin.myportfolio.com
ssjing1221@gmail.com



33-70 Prince St #601 Flushing, NY 11354
☎ 315-741-9494 ⚡ ssjin1221@gamil.com

Dear whom it may concern,

I am writing in response to the company name for job.
My experience as Computer Science major in South Korea and my education in Computer Art from SUNY Oneonta and Web and Multimedia from Touro College in the United States makes me an ideal candidate for the work at company name.

I have a solid foundation for this job. I am comfortable performing a wide range of job duties. I am eager to contribute my enthusiasm and skills to company name and to grow in this job positions.

My resume and my artworks(sujin.myportfolio.com) will give you a greater understanding of my qualifications. Please contact me if you have any questions.

Thank you for your time and consideration.

Sincerely,

Sujin Song



33-70 Prince St #601
Flushing, NY, 11354
(315)741-9494
ssjin1221@gmail.com
sujin.myportfolio.com

Graphic Arts Specialist with practical knowledge of design techniques, tools and principles for production of technical plans.

EDUCATION

Web and Multimedia Design
Touro College, Manhattan, NY
Sep 2016 - Present

Continuing Education in Computer Art
School of Visual Art (SVA), Manhattan, NY
Oct 2014- Dec 2014
3D Maya Animation

BA Computer Art
The State University of New York
(SUNY) at Oneonta , Oneonta, NY
Jan 2012- Dec 2013
Computer Art Club member
SUNY Oneonta Auxiliary Services (OAS)
Scholarship 2013

WORK EXPERIENCE

Korean Americam Times - Manager, Graphic Designer (Queens, NY)

Dec 2014 - Present
Advertised each newspaer article whice a week.

Created retail and classified display advertising for daily news publication.
Producecd classified pages for dailys news publication.

Christian Broadcasting System of NY, Kidoknews - Newspaper Editor (Queens, NY)

Dec 2014- Present
Managed all aspects of producing monthly newspaper.
Rebranded paper from fornt to back including new section headers, new layouts,
standardized headlines, and story formats.

KAPCQ - Korean Language & Art Teacher (Queens, NY)

Feb 2014 - May 2015
Plan lessons and follwed instruction for art lessons.
Documented children interests and progress of each child and provide feedback to parents.

SKILLS

Atodesk 3D Maya
Adobe Photoshop
Adobe Illustrator
Adobe Indesign
Propresenter

INTEREST

3D/2D Animation
3D Print | Toy Design
Game (App, 2D and 3D)
Cooking

VOLUNTEER

Media Technology in worship Korean American Presbyterian Church of Queens (Flushing, NY)
Jan 2014 – Dec 2016

Robyn Wood Home for Adults (Oneonta, NY)
Fall semester 2013

Cooperstown Rotary Club (Cooperstown, NY)
7th Sep 2013
Saturday's Bread / First United Methodist Church (Oneonta, NY)
Oct 2013



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CONTRACT I

DISCLAIMER: The information in this freelance contract is a sample based on the author's experience, knowledge, and opinions. Users of this sample freelance contract are advised to do their own due diligence when it comes to making business decisions and all information should be independently verified by your own qualified professionals. By reading this article, you agree that the author is not responsible for the success or failure of your business decisions relating to any content presented in this article.

Client: Name & Email

Project: Project Name & Type

Date: 05/11/2017

Designer: Sujin Song / ssjin12@gmail.com

This agreement (the "Agreement") is made on "Date" by and between the "Client" and the "Designer." In consideration of the mutual agreement made herein, both parties agree as follows:

Work: The Designer agrees to produce project materials (the "Work") at the request of the client for fees agreed upon in advance and delivery of the Work by an agreed-upon deadline. Designer agrees that he will be the sole author of the Work, which will be original work and free of plagiarism. Designer will cooperate with Client in editing and otherwise reviewing the Work prior to completion and launch.

Confidentiality: Designer acknowledges that he may receive or have access to information which relates to the Client's past, present, or future products, vendor lists, creative works, marketing strategies, pending projects/proposals, and other proprietary information. Designer agrees to protect the confidentiality of the Client's proprietary information and all physical forms thereof, whether disclosed to Designer before this Agreement is signed or afterward. Unless strict confidentiality is requested by Client in advance of the establishment of this contract, Designer can display materials and final work created for Client on the Designer's website (<http://sujin/myportfolio.com>).



33-70 Prince St #601 Flushing, NY 11354
✉ 315-741-9494 ✉ ssjin1221@gmail.com

CONTRACT II

Compensation: Client agrees to pay Designer 50% of the total project cost before any services are provided, and the remaining 50% is to be paid before any workable files are delivered. If the parameters of the Work change, or if it involves more time than estimated, Designer will inform Client and they can renegotiate the Work's cost. Designer is responsible for the payment of all federal, state, and/or local taxes with respect to the services he performs for the client as an independent contractor. The Client will not treat Designer as an employee for any purpose. Client Approval: Upon acceptance of the Work, Client accepts responsibility for any further processes in which this work is used (e.g. film outpost, printing, etc.) Designer is not responsible for errors occurring in this work or projects related to this work after acceptance of the Work by the Client.

Cancellation: Both parties understand that Client or Designer may terminate the service at any time if, for any reason, the relationship is deemed unsatisfactory by either party. Upon written or verbal cancellation, Client is responsible for payment for all expenses incurred and any work done towards the completion of the project based on the percentage of the project completed that is determined by Designer. Should Client cancel the project following its completion, Client is responsible for full payment as per the agreed upon estimate plus all expenses incurred. In the event of cancellation, Designer retains ownership of all copyrights and original work created.

Acceptance of Terms: Client promises to pay for the services rendered by Designer for the Work as agreed upon. By signing below, Client agrees they have read, understood, and are considered legally bonded to these terms.

Client signature & date:



33-70 Prince St #601 Flushing, NY 11354
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INVOICE

INVOICE# 001
May 11, 2017

BILL TO	✉
LCC Eyelash Charles Kahng 770 Anderson Ave charles@yahoo.com 123-456-789	

DESCRIPTION	HOURS	RATE	AMOUNT
1. Poster #1 (24X64)	0.5	\$30	\$15
2. Poster #2 (19X24)	9	\$30	\$270
Photos from Shutterstock, Inc.	-----	\$50	\$50
3. Package Design	-----	-----	\$800
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ADDITIONAL NOTES:

Work done from outside of regular hours are calculated by market wage rate. 근무외 디자인 작업 최저임금 적용

Even though project is not fully completed,
charges will apply according to market wage rate.
(Due to client's request/Circumstances)
고객사정에 의한 미완성 작업 또한 시간 수당 적용

SUBTOTAL	PHP	\$1135.00
TAXRATE	PHP	-----
TAX	PHP	-----
OTHERS	PHP	-----
TOTAL		\$1,135.00

OTHERS:

Any concerns with price or errors in invoice please mail me at: ssjin1221@gmail.com

THANK YOU FOR YOUR BUSINESS



33-70 Prince St #601 Flushing, NY 11354
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Thank you note

May 11. 2017

Name of the Recipient
Job Title of the Recipient
Name of the Employer
Employer's Street Address
Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of job title yesterday. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. In my current job as names or type of employer in your past has provided the opportunity to polish my skills in _____ and _____ needed for your job title position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week and hope to join your staff soon.

Best regards,

Sujin Song

SJ

SUJIN SONG

[Sujin Song](#)

[Contact](#)



PROJECTS

Jewelry drawing

Experiences

Cat cat

Korean American Times / Graphic Designer / DEC 2013 - NOW

Snowmonster

Fly dragon

Kidock-NewsPaper / Graphic Designer / DEC 2013 - NOW

Eye ball bronze

KAPCQ / Korean Language & Art Teacher / FEB 2014 - MAY 2015

Untitled

Bee & Flower by colorpencil

Black and White stamp

Education

Nature drawing pastel

3D Maya, environment works

South Korea Stamp work

BLACK CAT MOMBO

Touro College / Web and Multimedia / SEP 2016 - NOW

SUNY Oneonta / Computer Art / JAN 2012 - DEC 2013

Hello, my name is Sujin Song



CONTACT

Sujin Song

If you have any cool projects or opportunities, get in touch!

Contact

If you want to collaborate on crafting amazing experience for people
you are very welcome to contact me.

PROJECTS

Korean Food Application

NYC Food road website

MTA Card redesign

Jewelry drawing

Cat cat

Snowmonster

Fly dragon

Eye ball bronze

Untitled

Bee & Flower by colorpencil

Black and White stamp

Nature drawing pastel

3D Maya, environment works

Sujin Song

Graphic Design & Art Direction

Name *

Your Name...

Email Address *

Your Email Address...

SJ

Sujin Song

Contact

PROJECTS

Korean Food Application

NYC Food road website

MTA Card redesign

Jewelry drawing

Cat cat

Snowmonster

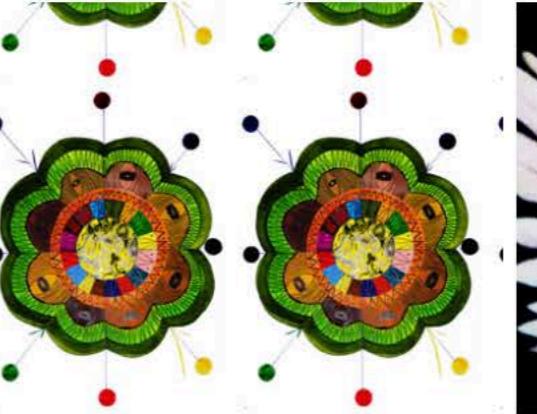
Fly dragon

Eye ball bronze

Untitled

Bee & Flower by colorpencil

Black and White stamp



↑ Back to Top



CONTACT

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Sujin Song

Graphic Design & Art Direction

