

Wen Ow

UX & UI Designer / Graphic Designer / Marketing Specialist

PROFESSIONAL EXPERIENCE

Jan 2018 - Present

J. LEE INTERIORS, LLC. (Interior Design Company, Coconut Creek)

Freelance Graphic Designer

- > Responsible for maintenance and retouching of art work and photos
- > Designed marketing templates and collaborated with a team of interior designers
- > Contributed creative ideas during strategic and conceptual brainstorming sessions
- > Coordinated the printing process and transactions with vendors

Jun 2018 - May 2019

CUSHMAN & WAKEFIELD (Real Estate Services Company, Boca Raton)

Graphic Designer

- > Created, designed, and formatted marketing materials including offering memorandums, brochures, proposals, presentations, case studies, newsletters, floor plans, stacking plans, and event invitations
- > Conferred with clients and capital markets team to discuss and determine layout design
- > Determined production of materials including gathering printing bids, packaging artwork and assembling final layouts for printers, prepare notes and instructions for printers and other vendors
- > Reviewed final layouts and took initiative to suggest and make improvements as needed
- > Performed other administrative tasks required by C&W to facilitate the transaction of C&W's real estate business
- > Managed and ensured the South Florida Commercial Team's website is up to date

Jun 2018 - Dec 2018

NOVA SOUTHEASTERN UNIVERSITY (Private University, Davie)

Graphic Design Intern

- > Coordinated resources, personnel, and processes needed to ensure that instructional design projects are delivered in a timely manner meeting the goals and objectives of the NSU faculty and/or NSU community
- > Analyzed course content, interpret instructional design needs, requests, and serve as a leader within the instructional design team in the planning and completion of instructional design elements for distanced educational courses

Sep 2016 - Jan 2018

CASTLE GROUP (Property Management Company, Plantation)

Marketing Coordinator

- > Managed social media posts, inquiries, and accounts (LinkedIn, Facebook, Instagram, Google+, Glassdoor, Yelp, etc.)
- > Registered, logged and tracked, prepared, attended, and exhibited in industry-related tradeshows and conferences
- > Provided administrative support to the Vice President of Business Development and design support to the Brand Manager
- > Onboarded new business development personnel and supervised interns
- > Effectively utilized Salesforce to organize, update, and manage the CRM process

Apr 2016 - Sep 2016

THE BOCA RATON TRIBUNE (Newspaper Company, Boca Raton)

Marketing & Business Development Intern

- > Generated advertising sales leads from competing local media publications through ongoing field calls
- > Researched and catalogued contact information into Nutshell's CRM to enhance and expedite the process with locating specific information and personnel's

EXTRACURRICULAR ACTIVITIES

- NSU's Business Intelligence & Analytics Association
- Broward College's Graphic Design Club
- International Fraternity of Delta Sigma Pi
- Phi Kappa Phi Honor Society
- FAU's Rock Climbing Club
- FAU's Asian Student Union



CONTACT

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TECHNICAL

Prototyping

Sketch
InVision
Marvel
Flinto
Figma
Balsamiq

Adobe Creative Cloud

Adobe XD
Photoshop
Illustrator
InDesign
Lightroom
Bridge

General Business

CRM (Salesforce, Nutshell)
Social Media Management (HootSuite)
SEM/SEO (Google & Bing Adwords)
Wordpress, Weebly

Front End Languages

HTML
CSS
JavaScript



EDUCATION

Full-time UX & UI Design

Ironhack
Jun. 2019 - Aug. 2019

M.B.A., Marketing Analytics

Nova Southeastern University
Jan. 2017 - In progress
GPA: 3.8/4.0

B.B.A., Management & Marketing

Florida Atlantic University
May 2016, Cum Laude
GPA: 3.6/4.0

Graphic Design Production Certificate

Broward College
Jan. 2018
GPA: 4.0/4.0



LANGUAGES

Cantonese (Fluent)
Mandarin (Beginner)
American Sign Language (Beginner)
French (Beginner)