

ASRA SIDDIQUI

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Web Portfolio: <https://converttosmartobject.github.io/>

OBJECTIVE

Seeking a job where I can contribute and grow my skill set in design, media, marketing, and office management.

RELEVANT PROFESSIONAL EXPERIENCE

Graphic Designer & Office Assistant

Ed.D. Leadership Program at San Jose State University | May 2017 - Present

Responsible for designing and producing various graphics used for marketing the program, including but not limited to flyers, booklets, newsletters, and social media banners. Other duties include event planning and coordinating, as well as office work such as responding to people calling or visiting the office, processing paperwork, making deliveries, keeping inventory, managing important budget and recruitment records.

Volunteer Multimedia Artist

Mission Valley ROP | August 2015 - June 2016

Designed a variety of graphics including logos, posters, and animated marquee messages for use by MVROP staff.

EDUCATION

BFA in Digital Media Art, San Jose State University

Fall 2017 - Spring 2021 (Expected)

Intermediate to Advanced Arabic (Course), Ohlone Community College

Fall 2016

Motion Graphics, Mission Valley ROP Career Technical Education

Fall 2015 - Spring 2016

TECHNICAL SKILLS

Art and Design Work: Adobe Suite, especially Illustrator, Photoshop, and Indesign | Advanced

Office Work: Microsoft Word, Excel, Powerpoint | Advanced

File Maker Pro | Advanced

LANGUAGES

English
Native

Urdu
Native

Hindi
Fluent

Arabic
Intermediate

Portuguese
Beginner