

Patricia T. Zee

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Education

California Polytechnic State University
San Luis Obispo, CA Overall GPA: 3.7
Bachelor of Science - Graphic Communication
Expected Graduation Date: June 2018

Skills

Adobe Illustrator
Adobe Premiere Pro
Adobe Photoshop
Adobe InDesign
Adobe After Effects

MailChimp
Microsoft Office
Videography
Digital Photography

Experience

Marketing and Communication

Mat Pica Pi

Fall 2015 – Present | San Luis Obispo, California

Vice President

Promoted the club and its activities to current and potential members. Assisted with the organization and planning club events. Sent out weekly reminders and newsletters through MailChimp. Helped with the balancing of officer's and member's resources.

Chinese Students Association (CSA)

Winter 2015 – Winter 2016 | San Luis Obispo, California

Secretary

Helped promote and keep track of communication within CSA. Composed and maintain accurate meeting records. Sent out weekly newsletters and updates. Contributed with promotion, planning, and coordination of events. Assisted with board duties as needed

AIESEC

Spring 2015 – Present | San Luis Obispo, California

Creative Director

Responsible for the graphic designs used for recruitment. Collaborated with the team to create collateral for events and presentations. Assisted the team as needed.

University Graphics Systems

Fall 2015 | San Luis Obispo, California

Marketing Intern

Promote awareness of UGS through brand recognition and related marketing tactics. Help improve the company culture and environment

Graphic Communication and Media

Chinese Students Association (CSA)

Winter 2016 | San Luis Obispo, California

Videographer

Create video content for promotional purposes. Utilized Adobe Premier, Photoshop, Illustrator, and After Effects. Practice working with a DSLR camera.

Blackstone Grille

2012 – Present | Jacksonville, Florida

Freelance Web Administrator

Updated website for the holidays and special events. Managed their Facebook page as an admin. Served as hostess during busy holiday season.

Management

American Cancer Society Discovery Shop

2010–2014 | Fremont, California

Shift Supervisor for Teen Volunteers

Balanced volunteer resources and handled personnel scheduling issues. Responsible for closing the shop and balancing cash.
Helped run the store as required.

Activities and Awards

President's Honors List (2014 – 2015)
Mat Pica Pi Vice President (Fall 2015 – Present)
Chinese Students Association Board Member (Spring 2015 – Present)
AIESEC Communications Team Member (Spring 2015 – Present)

Central Coast Lion Dance Team member (Fall 2014 – Present)
Take Out Kidz Dance Crew member (Fall 2014 – Present)
National Society of Collegiate Scholars Member (Winter 2015 – Present)
The President's Volunteer Service Award (2008 – 2014)