

SUE LEE

ux designer

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Brooklyn, NY 11206

EDUCATION

General Assembly

New York, NY

User Experience Immersive

December 2013 - February 2014

Back End Web Development

September - November 2013

New York University

New York, NY

Bachelors of Science

Communications

May 2006

Semester at Sea

University of Pittsburgh

Spring 2005

SKILLS

Axure, CSS, Dreamweaver,
Drupal, Excel, Flash, HTML,
Illustrator, InDesign, Joomla,
MailChimp, Omnigraffle,
Photoshop, PowerPoint, Ruby
on Rails, Word, Wordpress

LANGUAGES

Mandarin Chinese

EXPERIENCE

Catapult at Women Deliver – New York, NY

Senior Growth Manager, June - November 2013

Program Manager/Designer, March 2012 - May 2013

Created content, including developing written materials and graphics for a range of communication uses such as emails, partner guidelines, and reporting. Developed and executed email marketing strategy for over 45,000 subscribers. Managed 50 NGO partners and \$2M projects. Assisted with the outreach and implementation of campaigns with corporate partners (e.g. Gucci, Johnson & Johnson).

Maternal Health Task Force at EngenderHealth – New York, NY

Senior Program Assistant, June 2009 - November 2010

Designed print and display materials for the Global Maternal Health Conference 2010. Created and coordinated the distribution of all online communications, including monthly newsletters and bi-weekly news reports, to over 1,500 subscribers. Assisted with the development and design of the Knowledge Management System. Managed a \$1.7M nine-month international fellowship for 16 individuals with Ashoka.

Hess Educational Organization – Taichung, Taiwan

English Teacher, August 2007 - June 2009 & September 2011-May 2012

Taught English as a foreign language to elementary and junior high school students for all levels of fluency. Created a five month English magazine program for junior high school students.

MTV Networks International – New York, NY

Staying Alive Foundation Coordinator, September 2006 - August 2007

Designed promotional and informational material for the Foundation and grant winners. Managed award winners in China, Nigeria, and Ghana. Organized finances, foundation database, and external server. Coordinated logistics for meetings with multilateral agencies (i.e. UNFPA, UNICEF).

MTV Networks International – New York, NY

Digital Media Summer Associate, June 2006 - August 2006

Led the distribution of pro-social content for international channels for online and mobile. Assisted with widely distributed US programming to international digital platforms.

MTV Networks International – New York, NY

Communications & Marketing Intern, September 2005 - May 2006

Contributed to the development of Nickelodeon International's internal Sharepoint website. Communicated with MTV International staff and clients to collect various information for media lists, magazine articles, promotional and informational packages, and swag.

4PM Events/ 4PM Wedding Salon – New York, NY

Graphic Designer, June 2005 - August 2005

Designed promotional digital invitations, newsletter, and postcards. Created 4PM Events and The Wedding Salon's Press Kits.