

# IVANE BUI

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## PROFESSIONAL EXPERIENCE

### ADMISSIONS & RECORDS REPRESENTATIVE

*Sept. 2017-Present*

#### Orange Coast College

Utilized independent judgment and initiative in performing diversified functions in support of the overall admissions and records operations.

### ANSWER CENTER SUPPORT

*Sept. 2015-Present*

#### Orange Coast College

Managed high volume calls effectively and efficiently in a fast-paced call center environment. Answered current students and prospective students questions regarding admissions, account balance, registration status, and navigate site content.

### GRAPHIC DESIGN INTERN

*May 2017-Aug. 2017*

#### StandUp for Kids

Produced graphic design and illustration materials for non-profit organization as well as assisted with organizing events.

### FINANCIAL AID REPRESENTATIVE

*Sept. 2015-June 2016*

#### Orange Coast College

Provided information in person, on the telephone, via email to students and prospective students regarding students financial aid. Receiving and scanning time sensitive documents into computer database.

## EDUCATION

### CALIFORNIA STATE UNIVERSITY, FULLERTON

*Aug. 2015-May 2018*

#### Bachelors of Fine Arts

Concentration in Graphic Design & Interactive Design  
Minor in Anthropology

### ORANGE COAST COLLEGE

*Aug. 2012-May 2015*

#### Associate in Arts

## SOFTWARE

- Illustrator
- InDesign
- Photoshop
- Basic Knowledge of HTML & CSS
- Adobe XD
- Microsoft Word