**Stephanie Quon**

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**EDUCATION**

**University of Colorado**, Boulder, COMay 2017

B.A. in Psychology and Communication

Certificate in Technology, Arts, and Media (TAM)

* Coursework involving: Adobe Illustrator, Adobe InDesign, DSLR Photography, Adobe Photoshop, Adobe Lightroom, HTML, CSS, and JavaScript

**RELEVANT EXPERIENCE**

**Vegetarian Times,** Boulder, CO September 2016- Present

*Freelancer*

* Contribute to special start up project to redesign Vegetarian Times website
* Manage content from magazine archive issues from past 11 years
* Format and update recipe images for each monthly issue

**College of Arts and Sciences Academic Advising Center,** Boulder, CO                                                              May 2014-Present *Peer Advisor*

* Publicize upcoming events on campus as the Social Media Coordinator via Academic Advising Center’s Facebook and Instagram
* Create weekly Powerpoint presentations to advertise upcoming events for the office’s T.V Monitor
* Provide excellent customer service to undergraduate students in advising office serving 6,000 students
* Offer perspective on choices and different ways to pursue college success
* Recommend resources that can be utilized by the student population
* Host academic workshops and give presentations throughout the year

**Clean Eating Magazine,** Boulder, CO June 2016- July 2016

*Intern*

* Published individual interviews on Clean Eating website with food and health experts such as Dr. Drew Ramsey and Ziggy Marley
* Uploaded content from print magazine to digital platform
* Formatted past and current online content

**Eta Phi Chapter of Lambda Pi Eta**, Boulder, CO November 2015-May 2016 Social Media Coordinator

* Updated weekly club’s Facebook and email account with events, bi-monthly meetings, and opportunities for 20 current undergraduate members

**East London Out Project,** Walthamstow, London June 2015-July2015

*Intern*

* Learned communication skills focused for a non-profit LGBT organization
* Wrote articles about LGBT issues, social justice and human rights
* Prepared presentations for public school for education about LGBT awareness
* Engaged in media relations, message development and publication for ELOP
* Helped monitor, edit, and translate sources for media outlets
* Planned events for support groups offered at the organization
* Conducted structured interviews for personal caseload of clients seeking asylum

**SKILLS**

* Strong interpersonal and professional communication skills
* Great customer service
* Skilled at problem solving and interacting with others in group or public settings
* Proficient social media skills in Facebook, Instagram, and Snapchat
* Competent with Microsoft Office Software and Adobe Creative Cloud

**ADDITIONAL INFORMATION**

* Co-President of CU Swing Dance