

SHEN GAO

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Berkeley, CA

EDUCATION

Simmons College, Boston, MA

B.S. Web Design & Development
May 2017, *Summa Cum Laude*

SKILLS

Illustrator	InDesign
Photoshop	Type Design
JavaScript	Java
SQL	Ruby/Rails
HTML/CSS	Writing/Editing
iMovie	GarageBand

PROJECTS

Designed a typeface as an independent study to explore my interest in type

Developed a front-end robot simulator using HTML5, JavaScript, jQuery, and Python, for Intro to EECS 6.01 course at MIT.

Created a Ruby on Rails app designed for users to create and vote on topics

RELEVANT EXPERIENCE

Freelance Designer

gaodesigns.com, 2016 – 2017

Designed logos, brochures, postcards, and flyers for various clients

Teaching Assistant

Communications Department at Simmons College, 2016 – 2017

Coached students in using Adobe Creative Suite programs by leading the laboratory component of Intro to Graphic Design • Coordinated with the professor to determine lab content and report on students' progress • Evaluated students' final portfolios with respect to best design practices

Graphic Designer

CommTracks Magazine, Simmons College, 2017

Designed magazine layout & participate in design critique with Creative Director • Designed various ads for community organizations to be used in magazine • Worked with the printer to coordinate printing needs and provide necessary files for upload

Design Lab Monitor

Communications Department at Simmons College, 2017

Oversaw the use of and maintained cleanliness of three classrooms in the Department including Design Lab • Maintained four printers and coordinated with students' needs for printing and other lab resources • Troubleshoot problems that arose with Adobe Creative Suite or printers

Health & Science Editor

The Simmons Voice Newspaper, 2014 – 2017

Created a functional page layout using InDesign and Photoshop on a weekly basis • Expanded the science section to include coverage of topics in technology, a field that has not been extensively covered before • Wrote articles on relevant technological advances on a weekly basis (view them here: <http://simmonsvoice.com/?s=shen+gao>)

Administrative Assistant

Harvard School of Public Health, 2014 – 2016

Offered support using Microsoft Office for record-keeping and organization • E-filed confidential documents with respect to filing standards • Updated departmental database & website by cross-referencing information • Created flyers & design materials for events & onboarding • Coordinated department-wide events in and out of the school

Graphic Designer

Simmons College SharkHack, 2016

Spearheaded a new design of marketing materials to reflect a more cohesive brand identity of Simmons College & SharkHack • Coordinated with several other student organizers to expand participant outreach via email