

Grace Chi 3204 SCHINDLER DRIVE NORTH,
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Education	<i>Rutgers University, New Brunswick</i> Art History and Psychology, Highest Honors GPA: 3.98	5.2014
Honors	Dean's List (all semesters) James Dickson Carr Scholarship Patrick J. Quigley Memorial Scholarship Charles F. Flaherty Award for Excellence in Research Classes of 1925, 1969 Scholarships (3) Paris Study Abroad Scholarships (3) Academic Excellence Award	2010–2014 2010–2014 2013–2014 2014 2011–2014 2013 2011–2012
Employment	Marketing Coordinator, SJH Engineering, P.C. Princeton, New Jersey Establishing a brand identity through aesthetically cohesive marketing and communications material, focusing on design elements relevant to infrastructure engineering Preparing individualized technical responses for RFP's, RFQ's, RFI's, EOI's, Market Surveys, Pre-Solicitations, and Sources Sought for pursuits across the US in more than 10 disciplines Crafting master narrative content from highly complex / specialized engineering / architectural documents Participating in and designing for strategic business development through ads, events, award submissions, and conferences Responsible for original graphic designs, templates, and proposals customizable and modifiable for future pursuits	8.2014–present
	Designer and Editor, CILS PhD Program at SC&I Rutgers, New Brunswick, NJ Created distributive materials (Handbook, Newsletters, Accomplishments, Faculty Lists, Posters) for 500+ recipients Updated website news streams and layout Executed orientations and events; collaborated with professors, students, and staff on financial, academic, and logistical tasks	5.2012–7.2014
	Art Historical Reconstruction Design Rutgers, New Brunswick, NJ Diagrammed Italian Renaissance choir screens according to original descriptions and existing photographs Created miniature watercolor & ink sketches of biblical bronze panels and groundplan in Illustrator	7.2013–10.2013
	Honors Researcher, Otto Neuroscience Lab Rutgers, New Brunswick, NJ Completed an honors thesis researching the neural correlates of hippocampal CA2 and object-place learning Redesigned protocols and visuals for improved data sharing	8.2012–5.2014
	Intern, Requirements Engineering, Siemens AG Princeton, NJ Composed graphical notations for the first RE program to ever integrate hazard, goal, and product modeling systems; designed the RE handbook and marketing materials Supported training programs in webinar design, mailings, and feedback evaluation; executed forums in a committee	7.2011–8.2012

Languages
Fluent English
Fluent Chinese
(Mandarin)

Programs

Microsoft:
Word
Excel
PowerPoint
Outlook
Publisher
Visio

Adobe:
Acrobat Professional
InDesign
Photoshop
Illustrator

Camtasia
ImageJ (NIH)
SigmaPlot
SPSS

Fine Arts
(Freelance)
Watercolor
Pen and Ink
Graphite
Pastel