

# Grace Chi

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Passionate in my pursuits, I discover personal fulfillment in fostering meaningful connections, traversing disciplinary boundaries, and applying a strategic growth mindset to myself, my team, and my organizations.

## EDUCATION

*Rutgers University, New Brunswick*  
May '14

Art History and Psychology,  
Highest Honors  
GPA: 3.98

## MERITS

Dean's List (all semesters), '10–14  
James Dickson Carr Scholarship, '10–14  
Quigley Memorial Scholarship, '13–14  
Aresty Research Fellowship, '13–14  
Charles F. Flaherty Award for Excellence in Research, '14  
Class of 1925 Scholarship, '13–14  
Class of 1969 Scholarship (2), '11–13  
SAS Honors Program Summer Study Abroad Scholarship, '13  
Art in Paris Study Abroad Scholarship, '13  
Rutgers Study Abroad, Summer Global Reach Scholarship, '13  
Academic Excellence Award, '11–12

## SKILLS

Languages:  
English  
Chinese (Mandarin)

Programs:  
Microsoft: Word, Excel, PowerPoint, Outlook, Publisher, Visio  
Adobe Acrobat Professional, CS  
Deltek CRM  
Camtasia  
ImageJ (NIH)  
SigmaPlot  
SPSS  
Zoom  
GoTo Meeting  
Skype for Business  
Fine Arts

## EMPLOYMENT

Marketing Manager, KSS Architects | Princeton, NJ 8.15–present

- Advancing and enriching the mission of the firm and staff by positioning marketing as a trusted adviser, strategic resource, and vehicle for knowledge sharing
- Engaging entrepreneurial approaches to empower and assess individuals, teams, and firm to resolve challenges, spur positive transformation, and prioritize well-being
- Functioning as the core of marketing-related activities, media presence, and managed team workload/scheduling for optimized efficiency
- Collaborating with leadership to create initiatives and campaigns to maximize intellectual and human capital investments; translating technical expertise into unified narratives and messages for external distribution
- Establishing systems and processes to streamline operations and increase quality of deliverables: project responses, photography, awards, conferences, PR
- Additional responsibilities: hiring, design review participation, leadership & business development, operational reporting design

Marketing Coordinator, SJH Engineering, P.C. | Princeton, NJ 8.14–8.15

- Established brand identity through aesthetically cohesive material, focusing on original designs relevant to professional engineering; developed original graphics, templates, and collateral customizable and modifiable for future pursuits
- Prepared individualized responses to over 100 pursuits nationwide in more than 10 disciplines
- Participated in strategic business development through ads, events, award submissions, and conferences

Program Assistant, CILS PhD Program | New Brunswick, NJ 5.12–7.14

- Created distributive materials (Handbook, Newsletters, Directories, Posters) and updated news streams for 500+ recipients
- Executed orientations and events; collaborated with professors, students, and staff on financial, academic, and logistical tasks

## NOTABLE PROJECTS

Il Santo Reconstruction Design, Rutgers University 7.13–10.13

- Diagrammed Italian Renaissance choir screens according to original descriptions and existing photographs
- Artwork published in texts and national conferences

CA2 Neuroscience Research, Rutgers University 8.12–5.14

- Completed an honors thesis researching the neural correlates of hippocampal CA2 and object-place learning

URML & RE Webinar Initiative, Siemens AG 7.11–8.12

- 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