

## EDUCATION

- 2016 Certificate of Administrator Credential Course (Qualification for Child Care Directors)  
Kidsway Teaching Solutions, LLC - Flower Mound, TX
- 2013 Associate of Applied Science Degree in Interactive Media  
COLLIN COLLEGE - Plano, TX
- 2005 Associate of Applied Science Degree in Graphic Design  
COLLIN COLLEGE - Plano, TX
- 2000 Business Computer Information Systems (BS)  
UNIVERSITY OF NORTH TEXAS - Denton, TX
- 1998 Associate of Arts Degree (Cum Laude)  
COLLIN COLLEGE - Plano, TX

## EXPERIENCE

### INTERNSHIP

PartsChannel, Inc

2013 - 2014

- Designed a new website
- Designed posters, flyers, brochures, and coupons
- Designed new business card
- Designed new Power Point template for company's presentation

### FREELANCE

Projects range from website designs to brand layout to promotional collateral

Clients include: Leprechaun Studio, Metta Oriental Medicine, P.C., Computer Based Training, Inc., The Sport Source, Logos Education, Texas Association of College Technical Educators (TACTE)

### WORK

International Buddhist Progress Society - Dallas

2015 - Mar 2021

- Enter data (temple donations) into the FGS system
- Enter and update name of donors into designated Excel and Word files
- Use QuickBook software to do some entries (in Accounting)
- Update website on Wordpress and Text Editor (Brackets)
- Design and edit posters, flyers, and notices
- Communicate with clients - parents
- Train co-workers with new ChildCare software
- Enter and update students' data of Buddha's Light Private School
- Email parents and reply parents' emails regarding school activities
- Do background checks on new employees and update background checks for old employees
- Help teachers to register for classes
- Make finger printing appointment for new employees
- Make field trip reservations
- Collect tuition and field trip fees
- Help new students with registration
- Order school supplies for teachers
- Use Photoshop to edit photos

PartsChannel Inc / LKQ

2014 - 2015

- Designed a new website
- Designed catalog, posters, flyers, brochures, coupons and greeting cards
- Designed new business card
- Designed new Power Point template for company's presentation
- Setup online accounts for new customers and replied customers' requests to GMs
- Reset password for existing customers

Collin College, Plano, TX

2011 - 2013

Art Department (Spring Creek Campus)  
Student Assistant (Part-Time)

- Designed the Art department and the Arts Gallery websites
- Designed posters, flyers and brochures
- Updated events and news on Facebook and on websites

Collin College, McKinney, TX

2009 - 2011

Academic Technology Network Services (Collin Higher Education Center)  
Media Services Assistant (Part-Time)

- Conducted labs on an individual basis for students referred to the computer lab by instructors
- Helped students with the printing process
- Provided software/hardware and media assistance to faculty
- Maintained the various equipment (computers and projectors)
- Installed software and maintained the classroom podiums and lab computers