

# VICKY SHI

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## EDUCATION

**UNIVERSITY OF PENNSYLVANIA | MAY 2021**  
**BACHELOR OF ARTS IN VISUAL STUDIES**  
**WITH A MINOR IN DESIGN**

## WORK EXPERIENCE

**Penn Urban Studies Office | Graphic Design Assistant**  
**January 2020 – May 2021**

- Designing and editing promotional material such as posters, flyers, postcards, buttons, and stickers
- Editing and maintaining programmatic website using Drupal
- Providing general assistance such as answering office calls, directing students and staff to proper locations, and resolving technical issues

**Graphic Design Consultant | Freelance**  
**Jan 2019 – Present**

- Designing posters, banners, icons, layouts, resumes, and gifts for customers

**Wharton Computing | IT Assistant**  
**July 2017 – June 2019**

- Migrated department website to new platform, ensuring new design was uniform and comprehensively informative
- Troubleshooted and resolved setup tasks, software and hardware malfunctions, internet connectivity issues, and other technical problems
- Troubleshooted devices including but not limited to Apple and Android products, PCs, and tablets

**Center for Autism Research at the Children's Hospital of Philadelphia | Data & Computer Science Assistant**  
**Sept 2015 – Dec 2016**

- Designed main website visuals with HTML, CSS, and JavaScript
- Wrote Python scripts to test website functionality
- Maintained research data using MySQL and Excel

## SKILLS

### Graphic Design & Related Technologies

Photoshop | Illustrator | InDesign  
Premiere Pro | After Effects

### UI/UX Design & Related Technologies

HTML | Markdown | CSS | Javascript  
Figma | Processing

### Other Technologies

Java | Python | Git  
Word | PowerPoint | Excel

## LEADERSHIP & ACTIVITIES

**ComicsVerse | Writing & Editing Intern**  
**May 2018 – August 2018**

- Edited and maintained website using WordPress
- Analyzed and reviewed Marvel and DC movies through intersectional lenses

**Penn Sangam | Special Events Chair**  
**Jan 2017 – Dec 2017**

- Main coordinator of Penn Sangam's Chai House, reaching out to managers and agents and bringing well-known figures of the greater Asian community to campus
- Coordinated with Graphic Design Chair to design and approve banners for events

## RELEVANT COURSEWORK

- **CIMS061:** Video I
- **CIS110:** Introduction to Computer Programming
- **COMM290:** Artificial Intelligence and Decision-Making
- **COMM318:** Stories from Data
- **DSGN220:** Pixel to Print
- **DSGN234:** Art of the Web
- **DSGN264:** Art, Design, and Digital Culture
- **DSGN266:** Graphic Design with Creative Technologies
- **DSGN269:** Typography
- **DSGN337:** Information Design and Visualization
- **DSGN343:** Language of Design
- **FNAR340:** Digital Photography