



EXPERIENCE DESIGNER AND OFFICE ASSISTANT

OCT 2023-
PRESENT

Confluence Law Center, Happy Valley

- Design print and digital marketing materials using Adobe Creative Suite, Canva, and Procreate
- Extensively utilize Microsoft software including Word and Excel
- Develop and maintain the company's website and online advertising presence via Google Ads and social media
- Manage file organization and organize classified documents
- Attend and witness client legal signings
- Run errands for office supplies and materials

JAN 2023-
SEP 2023

LEAD STUDENT GRAPHIC DESIGNER

University of Oregon, Student Services and Enrollment Management

- Assist with training and orientation of new student graphic designers
- Manage and approve print proofs when professional staff are out of office
- Assist other student graphic designers with projects, how to use software, and office procedures
- Cover tasks when pro staff are out of the office
- Troubleshoot operational problems and develop proposals for solutions
- Attend press checks
- Design advanced print and digital marketing materials for clients
- Collaborate with senior designer and team to develop creative concepts and execute designs that align with university branding and/or client request
- Utilize Adobe Creative Suite, including Illustrator, InDesign, and Photoshop
- Manage multiple projects simultaneously, prioritizing tighter deadlines and maintaining strong attention to detail
- Export and prepare files for print

JUNE 2020-
JAN 2023

STUDENT GRAPHIC DESIGNER

University of Oregon, Student Services and Enrollment Management

- Designed a variety of print and digital marketing materials
- Met needs of clients
- Collaborated with senior designer and team to develop creative concepts and execute designs that align with university branding and/or client request
- Utilized Adobe Creative Suite, including Illustrator, InDesign, and Photoshop
- Managed multiple projects simultaneously, prioritizing deadlines and maintaining strong attention to detail
- Exported and prepared files for print
- Managed print orders

EDUCATION UNIVERSITY OF OREGON

JUNE 2023

Bachelor of Arts: Art and Technology major,
Media Studies and Audio Production minors

Relevant Coursework: Advanced Digital Drawing, Intermediate/Advanced Drawing, Experimental Animation, Communication Design, Digital Imaging, Introduction to Video Art, Interactive Digital Arts, Time-Based Digital Arts, Print Media Digital Arts, Media Ethics, Communication Law, Gender Media & Diversity, Audio Recording Techniques, Digital Audio Workstation Techniques

GPA and Honors: 3.97, Dean's List, Magna Cum Laude

References available upon request

PERSONAL INFO:

Phone: (503) 369-6908

Email: darinadesigns.art@gmail.com

Website: darinadesigns.art

TECHNICAL SKILLS:

- Digital illustration
- Typography, composition, layout
- Creative thinking
- Problem solving
- Collaboration
- Photo editing
- Video editing
- Writing
- Social media management
- Audio editing and producing
- Keyframe animation

PROGRAMS:

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Lightroom
- Adobe Bridge
- Adobe Premiere
- Adobe AfterEffects
- Adobe CC Libraries
- Microsoft Office
- Logic Pro X
- Canva

LANGUAGES:

- English
- Russian (native)
- Mandarin (conversative)

HOBBIES AND INTERESTS

- Digital and traditional drawing
- Video editing
- DJing, singing and production

