



Maggie Chao

Graphic Designer & Illustrator

Contact

Email

maggiechao1688@gmail.com

Portfolio

maggiechao1688.wixsite.com/portfolio

Phone

(206) 397 9275

Instagram

@mushroombeansprout

Skills

Design

Adobe Illustrator, Photoshop, Indesign, Figma, Canva, Affinity

Marketing

Social Media Management, Customer Service, Google Search Console, SEO

Languages

English - Native
Mandarin - Fluent

Interests

Branding
Editorial Design
Illustration Print Design
Social Media Design
Package Design
Product Design
Social Media Audits

Education

Bachelor's in Arts, Design

Seattle University, Seattle WA 2022, Cum Laude 3.5, Minor in Studio Art

Associates in Digital Media Arts

Bellevue College, Bellevue WA 2020

Experience

Customer Service Associate

Paper Source, Bellevue, WA (Mar 2023 - Current)

- Provided attentive customer service, assisting with product selection and recommendations to enhance the shopping experience
- Handled cash transactions and register operations efficiently
- Maintained visual merchandising standards and built in store displays
- Managed inventory, restocking shelves, organizing the stockroom, and processing shipments
- Supported team operations through routine store upkeep, including trash removal and workspace organization

Small Business Owner

Self Employed, Kent, WA (Aug 2023 - Current)

- Manage online shop operations, order fulfillment and shipping logistics
- Design and produce stationery products for sale at art markets, and conventions
- Track business performance through yearly reports and sales analysis

Social Media Officer

"BLOOM" Seattle University Design Exhibition, Seattle, WA (Mar - May 2022)

- Event planning - Digital promotion
- Co-managed BLOOM's Instagram page, 281 Followers, posting 43/67 curated posts to promote the exhibition
- Promoted BLOOM on Instagram, Facebook, Twitter, Tiktok, and Youtube
- Created visual content including artist introductions, countdowns, merchandise showcases, behind the scenes posts, TikTok reels, and YouTube videos. Shared Instagram stories of posts, and reels

Social Media Officer

Seattle University Chinese Student Association, Seattle, WA (Sep 2021 - Jun 2022)

- Managed Instagram account (200 followers), designing 20 posts in Illustrator
- Posted club announcements, officer introductions, and student event information

Graphic Design Intern (Remote)

CDM Advertising Agency, Kent, WA (Mar - Jun 2020)

- Created 2-3 digital and print ads per client in Photoshop, including local and out of state companies
- Collaborated with supervisor to refine concepts and select designs.

eLearning Project Assistant

Bellevue College Library, Bellevue, WA (Jan - Dec 2020)

- Designed flyers for library workshops using Photoshop and Illustrator
- Produced tutorial videos in Premiere Pro to assist students in using Canvas
- Supported project manager in workshop execution and student inquiries

College Ambassador

KD Hall Foundation, Bellevue, WA (Jul - Sep 2018)

- Created social media content to promote networking events for women and girls
- Communicated with potential sponsors and vendors via email to secure support
- Wrote posts and blogs highlighting event sponsors, speakers, and vendors.

Library Tech Assistant

Bellevue College Library, Bellevue, WA (Mar 2017 - Dec 2019)

- Assisted students and staff with technical troubleshooting and equipment lending
- Maintained printers, scanned documents, and resolved minor technical issues
- Referred complex inquiries to librarians while supporting daily library operations