



# Maggie Chao

Graphic Designer & Illustrator

## Contact

### Email

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### Portfolio

maggiechao1688.wixsite.com/portfolio

### Phone

(206) 397 9275

### Instagram

@mushroombeansprout

## Skills

Adobe Illustrator, Photoshop, Indesign, Figma, Canva, Social Media Management, Customer Service

## Languages

English - Native  
Mandarin - Fluent

## Interests

Branding  
Editorial Design  
Illustration  
Print Design  
Social Media Design  
Package Design



## 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)

- Greeting, helping, and recommending products to customers
- Cash Handling

### Social Media Member

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

- Co Managed BLOOM's Instagram page, 281 Followers, Posted 43/67 posts
- Team promoted BLOOM on Instagram, Facebook, Twitter, Tiktok, and Youtube
- Designed and reposted Instagram posts of artist introductions, countdowns, merchandise, behind the scenes, sneak peeks, TikTok reels, and Youtube videos
- Shared Instagram stories of posts, and reels

### Social Media Officer

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

- Managed Instagram page, 200 Followers
- Designed 20 Instagram posts in Illustrator and Canva
- Post officer introductions, in person and Zoom student events
- Upload Zoom meetings, Google forms member sign up links on Linktree
- Shared Instagram stories of posts, photos of events, Instagram posts of other SU club events

### Graphic Design Intern (Remote)

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

- Used Photoshop to create print and digital ads in multiple styles for 5 clients, including local and out of state companies
- Designed 2-3 ads and reviewed with supervisor to choose an ad more fitting for the client

### eLearning Project Assistant

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

- Used Photoshop and Illustrator to create print and digital flyers of upcoming workshops and promotional activities in the library
- Attended workshops and helped project manager with the lesson and answered student questions
- Created tutorial videos on how to use Canvas in Premiere Pro

### College Ambassador

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

- Created social media posts for Instagram and Facebook to promote upcoming networking event for women and girls
- Communicated with potential sponsors and vendors via email to encourage them to support the networking event
- Researched and wrote posts and blogs about event sponsors, speakers and vendors

### Library Tech Hub Lab Assistant

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

- Lend out tech equipments to students and staff
- Help students and staff troubleshoot computer problems
- Refill printers, fix paper jams, scan documents on the printer
- Refer students to librarians