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EXPERIENCE HIGHLIGHTS

Communications Assistant

September 2022 - Present

ArtCenter College of Design, CA

- Design communication and branding strategies for the Facilities, Auxiliary Services, Model Shops, and Campus Planning departments at ArtCenter according to each of their needs.
- Engage in meetings; Present ideas and materials for feedback; Multitask on different projects for different departments.
- Create illustrative and informative assets for social media posts, physical posters, and signages in order to better communicate with student, staff, and faculty.
- Curate student exhibition at Dining Centers across both campuses; communicate with department coordinators and faculty personnels in preparation of the exhibitions.
- Design department-specific T-shirts for the ArtCenter Student Store.

Story Artist and Filmmaker

January 2021 - present

Group and personal projects

- Created a two-minute short film with classmates as the story artist and animatic editor using Toon Boom Storyboard Pro.
- Write and Direct a one-minute personal short film using Toon Boom Harmony, TVPaint, After Effects, Premiere Pro, Photoshop, and Procreate.
- Maintain production calendar and organize files using the Google Workspace.
- Research the desired animation style, Production Design, and world-building; present the research, give assignments and critique to artists to make sure the product looks coherent and engaging.

Peer Coach

September 2021 - August 2022, January 2023 - Present

ArtCenter College of Design, CA

- Engage in one-on-one meetings with lower-term students to help them with fundamentals of art and design, to give critique for portfolio development, and to share tips for time management.
- Organize and moderate workshops with other Peer Coaches to answer any question students might have, and to help them better adapt to the college life.
- Create advertisement posters in Indesign and Photoshop to promote the Peer Coach program. The posters are distributed to all students via email and displayed on monitors across campus.

SKILLS AND INTERESTS

Design

- Storyboarding and Storytelling
- Visual Communication
- Screenwriting
- · Composition: Staging and Blocking

General

- Time Management
- File Organization and Spreadsheets
- · Research, Presentation, and Critique
- Event Planning and Note-taking

Software

- Adobe Suite (Photoshop, InDesign, Premiere Pro, After Effects)
- Toon Boom Animation (Storyboard Pro, Harmony)
- · Maya, Procreate, Syncsketch, Zoom, Slack
- Microsoft Office, Google Workspace, and iWork Suite
- · Mac, PC, Cintique

Interests

- CATS! The one you see on this page is Lexi ~
- *Magnet collecting.* My goal is to decorate my entire fridge with magnets from all the places I've been!

EDUCATION