



SANDY NGO

GRAPHIC DESIGNER

sandyngo.com | sandyngo112@gmail.com | 240.838.4202

EDUCATION

Washington State University | Pullman, WA
M.A. Strategic Communication
Expected Graduation 2020

University of Maryland | Baltimore County, MD
B.A. Visual Arts
Minor in Gender and Women's Studies
Graduated Cum Laude

SKILLS

Adobe Creative Suite

Acrobat
After Effects
Dreamweaver
Experience Design
Illustrator
InDesign
Photoshop

Microsoft Office Suite

Excel
Outlook
PowerPoint
Publisher
Word

Web

CSS
HTML5
Squarespace
WordPress

Other

Final Cut Pro
Photography
PC and Mac Operating Systems

PROFESSIONAL EXPERIENCE

SECURIPORT LLC | WASHINGTON, DC Graphic Designer | 2016 - Present

Collaborated with Chief Technology Officer and engineering development team to define and implement innovative solutions for user interface and user experience of software applications. Executed design at all stages from concept to implementation of applications. Developed wireframes and prototypes. Presented new design concepts to development team and management. Created a cohesive style guide to maintain consistency of visual elements across all application products. Coordinated trade show exhibition attendance including negotiating partnership packages, managing logistics, designing exhibition space, transporting materials, designing marketing materials, and working with vendors to procure materials. Created print, digital, and multimedia materials including presentations, videos, ads, handouts, reports, white papers, infographics, and corporate identity materials. Managed website and social media accounts. Supervised marketing and design interns.

THE INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS | WASHINGTON, DC Publications Associate | 2014 - 2016

Worked on publication process including layout, formatting, printing, and translation of publications. Was point of contact with translation services and printers. Collaborated with Contracts & Grants department during procurement process to fulfill request for quotations for obtaining blanket agreements with printers. Helped with events including procurement, planning, setup, taking/editing photographs, providing publications, and cleanup. Created online as well as print collateral including: web banners, email banners and templates, infographics, internal print templates, books, reports, program booklets, and posters.

RESOURCES FOR THE FUTURE | WASHINGTON, DC Graphic Design Intern | 2013 - 2014 Freelance Graphic Designer | 2014 - present

Followed corporate identity guidelines to create marketing materials and internal collateral for both print and web use including: informational pamphlet series, summary papers, directory, web banners, ads, and infographics. Was point of contact for printers and vendors. Helped with preparation for events and took pictures that were used internally as well as in printed publication. Created print materials for events including program booklets and posters.