



SANDY NGO

GRAPHIC DESIGNER

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EDUCATION

University of Maryland | Baltimore County, MD
B.A. in 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
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 all design stages from concept to implementation of applications. Developed wireframes and prototypes. Presented new design concepts to peers 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, handouts, reports, white papers, infographics, and corporate identity materials. Managed website and social media accounts.

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 as well as printers. Collaborated with Contracts & Grants department during the procurement process for obtaining a blanket agreement 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 as well as internal print collateral including: informational pamphlet series, summary papers, directory, web banners, ads, and infographics. Took part in collaborative brainstorming sessions within the Communications department. Used SharePoint to update web pages and Lucy (an integrated information system) to post research papers online. Was point of contact for printers and sales of marketing materials. Helped with event preparations and was the official event photographer. Created print materials for events including program booklets and posters.