

Kelsey Choo



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kelseychoo.com

EDUCATION

SCHOOL OF THE ART INSTITUTE OF CHICAGO (2009 – 2013)

Graduated Spring 2013 with a Bachelor of Fine Arts (BFA) degree with focus in Illustration and Sequential Art. Earned SAIC Merit Scholarship.

EXPERIENCE

SELF-PUBLISHER/ILLUSTRATOR - Colorado Springs, Co/Chicago, IL Kelsey Choo (Jun 2013 – Present)

- Writing, drafting, and illustrating comics and other products.
- Formatting, printing, and assembling comics and other products.
- Exhibiting and selling work at conventions, online, and in local shops.

CLIENT SERVICE PROFESSIONAL - Colorado Springs, CO H&R Block (Dec 2017 – Apr 2018)

- Creating, balancing, and maintaining appointment schedule.
- Customer service, and waiting room management.
- General filing and finalizing transactions.

SALES ASSOCIATE - Chicago, IL Foursided Card + Gift (Oct 2015 – Jun 2017)

- Led inventory management project across all shop locations.
- Organized buyer's lists and aided with inventory management.
- Received product and created visual product displays.
- Assisted with webstore maintenance and mailing web orders.
- Handled cash transactions and provided customer service.
- Created custom signs and labels for products.

INSECT VOLUNTEER/PROGRAM ASSISTANT - Chicago, IL Field Museum of Natural History (Apr 2014 – Jun 2017)

- Barcoded and databased ant, spider, and beetle specimens.
- Sorted, labeled, and collected insects from Hanover, IL.
- Taught visiting database volunteer groups.
- Assisted with the curation of dry and wet specimens.
- Assisted in educational programs for children during Field Museum sleepovers.

SALES ASSOCIATE - Chicago, IL Petco (Nov 2014 – Oct 2015)

- Earned Employee of the Month for Dec 2014 and Jun 2015.
- Handled cash transactions, restocked, and faced products.
- Handled live animals and assisted customers with their pet needs.

FREELANCE ARTIST - Chicago, IL School of the Art Institute of Chicago (Jan – Mar 2013)

- Brainstormed with writer for storyline.
- Illustrated and colored a graphic story.

SKILLS

SOFTWARE/OS

- Mac OS X
- Windows 10
- Photoshop CS6
- InDesign CS6
- Illustrator CS6
- Quickbooks POS
- KEMu (Museum Database System)
- Microsoft Office

PROFESSIONAL

- Databasing
- Filing/Organizing
- Graphic Design
- Typing 60+ wpm
- Handling transactions
- Customer assistance
- Faxing, copying, scanning
- Answering phone
- Photography (Digital)