

# STACEY LO

Graphic Designer, Project Manager

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(530) 713-0351

## ONLINE PORTFOLIO

www.staceylo.com

## WORK EXPERIENCE

### **Graphic Designer** | *Haney Business Venture, Inc.*

Rocklin, CA - June 2017 - January 2018

Responsible for executing internal and external projects including collateral design, content, branding, and social media relations. Manage multiple project accounts from planning to completion. Create and systematize digital marketing procedures/processes, templates for marketing and communication activities. Develop and strategize content for Instagram, Facebook, and LinkedIn. Design new WordPress website for HaneyBiz and HaneyBiz Accounting.

### **Graphic Designer, Office Assistant** | *Jiffyprint*

Chico, CA - January 2015 - May 2017

Work independently and deal with production, inventory, estimations, office IT, and consultation as needed. Prepare and print projects or reorders, update copy and design, and deliver finish orders. Supervise all projects done in conjunction with vendors. Create invoices, make deposits, billing, and payment processes in Quickbooks.

### **Graphic Designer and Web Designer** | *Women's Art & Music Festival*

Remotely, Fresno, CA - December 2015 - November 2017

Execute a campaign for a one-day festival including cohesive branding contents, poster, website, and all digital marketing collaterals. Coordinate with the director to manage website and produce a variety of other as-needed designs.

### **Yearbook Supervisor** | *CSU Chico, Upward Bound Program*

Chico, CA - January 2015 - July 2015

Advise and supervise six high school students to design and distribute a yearbook in four weeks. Produce a six weeks' agenda with lesson plans, and deadlines to enforce in class. Train students to meet deadlines, handle transactions, and gain public speaking skills. Tutor students to use a camera, Adobe Photoshop, InDesign, PowerPoint, and Google Drive.

### **Photographer Assistant** | *CSU Chico, Student Photography Services*

Chico, CA - March 2014 - June 2015

Coordinate graduation portraits, retouching, camera and light assemble, print preparation, and consultation. Perform daily office duties to upkeep organized environment, data entry, customer inquiry response, handle calls and emails. Conduct efficient filing, transactions, and appointments.

## SKILLS

### **Design**

Adobe Photoshop

Adobe InDesign

Adobe Illustrator

### **Web**

WordPress

Squarespace

Wix

Weebly

Responsive

### **Video**

Sony Movie Editor

iMovie

Sony a6000

### **Office**

Word

PowerPoint

Keynote

Mac OS & PC

Quickbooks

## EDUCATION

### **California State University, Chico, Chico - 2012 - 2015**

Bachelor of Arts in Communication Design: Graphic Design and Asian Studies

### **Yonsei University, Seoul - Fall 2014**

Study Abroad for Asian Studies

## ADDITIONAL EXPERIENCE

Kawm Magazine, *Art Director, Founder*, August 2015 - Current

Lets-Talk, *Web Designer*, June - December 2017

Set Her Free, Non-Profit, *Web Designer*, December 2015 - July 2016

CSU Chico, School of the Arts, *Project Manager and Designer*, October 2012 - March 2014