



Jenny Katherine Luu

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OBJECTIVE

To obtain a full-time job in a creative company in the fields of graphic design, photography, and/or advertising, where I can utilize both my skills and passion

EDUCATION 2008

San Jose State University, San Jose, CA
B.A., Graphic Design & Photography
Minor, Creative Writing

TECHNICAL SKILLS

Proficient in MS Office; Graphic Design and Photo Editing skills using Adobe Creative Suite
Web Design using Macromedia Dreamweaver, HTML, PHP & CSS
Computer Animation & Web Design using Macromedia Flash & Adobe Premiere

EXPERIENCE 2/10 - Present

Tiny Prints, Sunnyvale, CA

Project Manager for the Production Design Team

Using Adobe Illustrator and Photoshop, examine personalized cards to ensure that there are no errors in spelling or grammar before it goes to print; touch up layout and photos as necessary; contribute to training and tech support for 100 holiday hires; provide ways to improve the workflow within the company; work closely with the Product Management, Merchandising and Engineering teams to ensure proper delivery of new releases; present new products to the PDT team; periodically update the Wiki for new process changes; organize and track projects and bugs using JIRA; contribute to internal design contests (such as Mother's Day for Greeting Cards) and brainstorming of new product ideas

9/08 - 2/10

Tiny Prints, Mountain View, CA

Project Manager for the Quality Assurance Team

Examined cards after they printed for Quality Control; worked closely with other departments to draft product requirement documents; created a hiring quiz for new candidates; managed the Tiny Prints Foundation Wiki page; contributed to the launch of Coloring Cards; contributed to Staff Product Reviews and Greeting Card verses

7/07 - 5/08

San Jose State University, San Jose, CA

Designer, Global Technology Initiative

Gathered material/content for the GTI program sponsored by the College of Engineering at SJSU and organized it into a simple, clean web page layout, created a PowerPoint presentation to highlight and promote the program

8/04 - 5/08

San Jose State University, San Jose, CA

Administrative Assistant for the MAE Department

Helped design and manage the Mechanical & Aerospace Engineering department website, created brochures, fliers, PowerPoint presentations, and other promotional material for recruitment, special events & announcements

ACTIVITIES 1/08 - 1/09

San Jose State University, San Jose, CA

PWC Marketing/Publicity Officer

Designed promotional flyers for the Poets and Writers Coalition events at SJSU, send out emails, collaborate with executive officers to plan upcoming events and develop ideas

REFERENCES

Available Upon Request