

Lisa Vang

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OBJECTIVE

Seeking a full-time position in which I can utilize my current knowledge and skills, gain new knowledge and skills, work in a collaborative environment, be able to work independently, contribute to the community, and grow as a person in general.

EDUCATION

- 04/2006 – 02/2011 Institute of Children's Literature, West Redding, Connecticut
Diploma – Writing for Children and Teenagers
- 08/2009 – 12/2010 Minneapolis Business College, Roseville, Minnesota
Associate in Applied Science Degree – Graphic Design
- 09/2006 – 06/2009 Park Senior High School, Cottage Grove, Minnesota
Diploma – High School

AREAS OF STUDY

Comprehensive Illustration	Design & Presentation Development
Design & Color Theory	Multimedia & Animation
Desktop Publishing	Web Design
Electronic Drawing	Introduction to Production
Electronic Layout & Design	Business Communications

SKILLS / SOFTWARE

Mac & PC	Manga Studio EX
Adobe Illustrator	Macromedia Dreamweaver
Adobe InDesign	HTML & CSS
Adobe Photoshop	PHP & MySQL

EXPERIENCE

- 04/2014 – Present Thomas Allen, Burnsville, Minnesota
Program Counselor
Assist clients with activities of daily living; log all significant client activity; coordinate preparation of meal(s); accompany clients on outings.
- 11/2011 – Present Urban Spectrum Theatre Company, Minneapolis, Minnesota
Production Coordinator
Gather cast and crew information; set up and coordinate schedules, events, and meetings; assist with press packets and ads; follow-up on press releases; design and complete programs and board; photograph cast, crew, and show.
- 10/2006 – Present Twin Cities Metro Area, Minnesota
Babysitter/Nanny
Care for up to four children in one setting; care for children ages 4 months to 13 years.
- 04/2011 – 04/2012 Greatmoods.com, Mendota Heights, Minnesota
Graphic/Web Design Intern
Created training materials; designed user-friendly interface for fundraisers and consumers; upgraded and maintained website for user-friendliness and functionality; managed or assisted additional design/web interns; tracked, delegated, and coordinated coding routines and deadlines; conceptualized, designed, coded, and tested website pages; finalized product images; backed up database and image files.