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WORK EXPERIENCE

Center for Asian American Media, San Francisco, CA

Web/Graphic Design Intern

April 2009 - Present

- Update and maintenance on all networking sites including Myspace, Facebook and Flickr.
- Maintenance to PHP master calendar on website.
- Re-imaging and video editing to website, support and assistance to print design.
- Co-Designer to the Numi Tea packaging design project.

Oh Dang! Magazine, San Francisco, CA

Graphic Designer and Journalist

March 2009 - Present

- Graphic design for website and other affiliated organizations including Wiretap and Youth Outlook.
- Columnist focused on Bay Area based artists, urban culture and lifestyle.

De Young Museum, San Francisco, CA

Volunteer/Exhibit Assistant

February 2009 - Present

- Active volunteer to Friday night events and the "Tutankhamun and the Golden Age of the Pharaohs" exhibit.
- Liaison between COFAM and AEI staff on all aspects of the exhibition preparation, installation, maintenance, and de-installation.

That Takes The Cake, San Francisco, CA

Web Designer

February 2009 - Present

- Currently redesigning website.
- Vectoring and redesigning all current designs for collateral.
- Assistance in web and marketing strategy.

Filipino Community Center, San Francisco, CA

Web Designer

January 2009 - Present

- Currently redesigning website.
- Vectoring and redesigning all current designs for collateral.
- Assistance in web and marketing strategy.

SF MOMA, San Francisco, CA

Volunteer/Docent Program

December 2008 - Present

- Active volunteer to the Design Development Team, Family Studios and special member events.
- Currently under training for docent position.

STORM of London, San Leandro, CA

In-House Web/Graphic Designer

November 2008 - Present

- Web maintenance of US corporate website, manipulating and resizing images and assisted in the development of web strategy.
- Assisted in project work with Client Services Manager, Project Manager and Marketing Director.
- Created graphic design concepts, including in-house and marketing collateral (tradeshow posters and postcards, business papers, e-newsletters, presentations, etc.)
- Head Designer to the Winter 2008 and Spring 2009 advertisement campaigns.

MCORP., San Rafael, CA

Project Coordinator

January 2008 – November 2008

- Conducted routine web-based marketing and competitive research; documented and maintained all client files; and assisted in client work with Client Services Managers, Project Managers and Art Director.
- Monitored and managed all online marketing tools and creative services vendors including programming and bug testing: HitBox Professional, SurveyMonkey, EmailDirect, eRoi Direct Mail and Blog, Creative Manager Pro and Google Analytics.
- Managed multiple projects; oversaw various vendors, timelines and budgets. Coordinated collateral production activities.

- Assisted in managing creative projects; maintained multiple FTP sites; and performed updates to client and in-house websites.

In-House Graphic Designer

December 2007 - November 2008

- Assisted in the development of web strategy and creation of graphic design concepts, including in-house and client sales and marketing collateral (case studies, brochures, white papers, presentations, etc.)
- Assisted and created graphic logos and branding concepts, color palettes, design and UI.
- Created MCorp. Holiday Video 2008: photography, Flash design and programming, YouTube.com filtering code used for landing page that was also created, and graphic design for web.

Operations Manager

June 2007 - November 2008

- Oversaw and documented office equipment and general building maintenance while handling all incoming calls; distributed and prepared mail and fax; ordered and maintained all inventory.
- Maintained and managed all shared collateral, graphics and brand files, Accounting and HR files – both electronic documents and physical materials.
- Processed bank deposits and created expense reports for billable.
- Maintained master calendar, reports and agendas, event and meeting coordination.
- Arranged and coordinated travel.
- Maintained and distributed Standards and Operations Procedures manuals while managing operation procedures, other miscellaneous tasks, errands and special project assistance (Client Services Managers, Project Managers, Controller and President).
- Microsoft SharePoint and Exchange email management, troubleshooting and minor IT support.
- Provided multiple levels of support to various departments, trained all levels of personnel.
- Strong Microsoft Office experience: Word, Excel, Powerpoint

EDUCATION

CALIFORNIA STATE UNIVERSITY, Hayward, CA
M.A. Art Multimedia & Advertising

Present

CALIFORNIA STATE UNIVERSITY, Hayward, CA
B.A. Dual Major: Pictorial Arts and Electronic Multimedia Design
Minor: Art History

September 2002 - September 2006

- Graphic/Web Design: Adobe Creative Suite (Photoshop, Illustrator, Imageready, and InDesign), Macromedia Creative Suite (Dreamweaver and Fireworks) and Corel Painter.
- Motion Graphics and 3D Design: Macromedia Flash, XSI Softimage, 3D Studio Max and Maya.
- Video Capture and Editing: Final Cut Pro and Pinnacle Studio Ultimate. Audio production and editing with FruitLoops
- Experience on PC and Mac platforms
- Web Development: Proficiency in HTML, XHTML, CSS, Javascript and Action script. Basic PHP, XML and SQL variants.
- Knowledge and experience in oil and acrylic paint, ink, clay, film work and photography.
- Art history background with a focus on technology, contemporary and Latin American art.