

Nancy Lu

703.282.4228

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EDUCATION

Center for Digital Imaging & Arts, Boston University, Washington, D.C.

Certificates in Graphic & Web Design

Le Mirail University, Toulouse, France

Diplôme d'Études de Langue Française (DELF)

George Mason University, Fairfax, Virginia

Bachelor of Arts (BA) Government & Politics

Spanish Minor

SKILLS

Software: Adobe Creative Suite (InDesign, Illustrator, Photoshop, Flash, Dreamweaver), Microsoft Word, Windows and Mac platforms

Web Skills: HTML, CSS, familiar with Javascript and jQuery

Languages: Fluent in English and French, proficient in Mandarin Chinese

EXPERIENCE

Freelance Work, 2013-present

Graphic design work for the Northern Virginia's Children Science Center

Family Compass, Reston, Virginia

Office Manager

Coordinated initial phone consultations for incoming clients with the Director of Clinical Psychology.

Assisted in outreach activities for the clinical groups in the practice.

Produced practice brochures and business cards.

Organized the office and assured that supplies were consistently replenished.

Dittus Communications, Washington, D.C.

Manager, Marketing

Coordinated and assured delivery of all marketing projects in coordination with design team.

Produced and edited periodic member bulletins.

Wrote and edited material such as news articles and press releases.

Researched, coordinated, and delivered outdoor and print advertising buys.

Participated in client brainstorming sessions.

Worked as the primary liaison between the design team and the clients.

VPP Participants' Association, Falls Church, Virginia

Outreach & Education Programs Coordinator

Developed and coordinated outreach efforts with government agencies and community groups.

Produced written products to communicate Association activities to members and the public.

Assisted in developing marketing pieces for association outreach activities.

Coordinated Association's Mentoring Program, Member Achievement Program, and Awards Program.

Responsible for the writing, editing, and production of periodic member bulletins.