



SANDY LEE

Graphic Design, Photography,
& Spatial Art

Contact



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References

Elizabeth Briggs

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on Design Topics
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Julio Martinez

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on Design Topics
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Yvonne Escalante

Lecturer at San Jose State University
on Metalsmithing Topics
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Yvonne Williams

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on Photography
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Shannon Wright

BFA Spatial Art Program Advisor & Full-time
Lecturer at San Jose State University
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Work Experience

March 2018 – Present
Petroglyph Ceramic Lounge
Studio Associate

Greet guests; check up with customers of various ages; cashier work; sweep & mop; restock items; take regular/party reservations; provide info on party options/pricing; demonstrate techniques when inquired & give advice/feedback to customers; input accurate customer data into POS system; customer service; wash used art materials; keep customer area, bathroom, glaze room, & workplace clean/organized; attend to group/private parties; close registers; lock storefront; set up tables for incoming customers; paint demo pieces for store display; glaze painted bisque pieces; load glazed pieces into kilns; unload kilns & clean up stilt marks; match descriptions of pieces to the correct customers & organized alphabetically on pick-up shelves; train new employees; process bisque & paint shipment

May 2018 – October 2018
JP Impressions Distinctive Photography
Front Desk Associate

Greet guests; check in & confirm contact info with clients; set-up/confirm appointments, provide product and service descriptions to clients; advertise about promotional events/offers, sweep & mop; create Digiproof websites for clients to view; upload photos for clients using UploadExpress/Adobe Lightroom; customer service; answer phone calls; keep lobby, bathroom, & desk areas clean/organized; attend to order pickups; make reminder calls on remaining deposit amounts; process payments/invoices through Intuit Quickbooks & clarifying client info is accurate; send inquired info for clients through email/phone-call; make collages/composites of studio's photos

Education

Fall 2013 – Spring 2019
San Jose State University
BA Art, Concentration in Design Studies – Graphic Design
BFA Art, Concentration in Spatial Art
Minor in Photography

Skills & Expertise

Character Qualities
Bilingual (English & Chinese)
Energetic
Diligent
Cooperative
Organized
Responsible
Problem-solver

Design
Adobe Illustrator
Adobe InDesign
Website Templates
Adobe Dreamweaver
Ecommerce

Photography
Adobe Photoshop
DSLR Cameras

Spatial Art
Metalsmithing
Laser Cutting
Ceramics
Woodworking
Assembling
Welding
Installation

Other
Math
Microsoft Word
Microsoft Powerpoint
Microsoft Excel
Printing
Intuit Quickbooks

