

Camila Lau

Assistant Manager Graphic Designer
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Flexible, problem-solving assistant manager with over 9 years of professional experience seeks to leverage background in designing physical environments for designing digital experiences that are user-centered and elegant.

Strengths / Skills

Color theory
Typography
Wireframing
Porotyping
Personas
High-fidelity mockups
Responsive design
Collaboration
Presentations

Tools

Sketch
Principle
InVision
Illustrator
Photoshop
InDesign
Rhinceros

Education

GENERAL ASSEMBLY
San Francisco CA
Visual Design · 2018

SAN JOSE STATE UNIVERSITY
San Jose, CA
BFA Interior Design · 2009

Career History

CAW ARCHITECTS, INC. · PALO ALTO, CA
Assistant Office Manager · 2018 - Present
Administrative Assistant · 2015 - 2018

- Provide feedback for the company's new website, recommending improvements to design patterns, spacing, and icons.
- Facilitate design process by assisting clients to visualize proposals and support architects developing concepts by building physical models and arranging finish boards.
- Graphically document new mechanical systems of a school building for maintenance staff, supporting the proper use and care of new equipment.
- Update graphic standards of company templates, improving efficiency and promoting visual consistency across documents.

ACUMEN, LLC · BURLINGAME, CA
Administrative Assistant · 2010 - 2015

- Designed digital and printed marketing materials to promote all company events in addition to event research and coordination.
- Suggested layout and finish materials for office kitchen renovation. Measured office space dimensions and draw floor plans using AutoCAD for two office expansions.
- Tested a national survey tool, interpreted quantitative and qualitative data in preparation for analysis.