

Nancy Lam

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PORTFOLIO www.nansea.net

EDUCATION

Bachelors of Fine Arts

University of California, Los Angeles

2009 – 2012

High School Diploma (Valedictorian, High Honors)

Granada Hills Charter High

2005 – 2009

SKILLS

Software Adobe Photoshop, Adobe Illustrator, Adobe Photoshop
Lightroom, Adobe Dreamweaver, Adobe InDesign Final
Cut Pro

Coding HTML, CSS, PHP

COMMISSIONS

2011 **Happy Feet Clinic**
- Event photography
- Website Design

2009 **Jazsapiens**
- Conceptual portrait photography
- Album art
- Website Design

2009 **Gifts Define**
Product photography

WORK EXPERIENCE

2011 - present **UCLA Business School (STS) – Computer Technician**
- Answered voice messages, tickets, and emails
- Constant interaction with customers looking for assistance with their laptops

- Designed flyers for department events
- Created video tutorials to aid students in configuring their laptop and working on Sharepoint
- Designed tutorial templates to unify the database
- Worked with different groups to edit the career website
- Dealt with issues involving various programs (e.g. MS Excel [Regress and Treeplan], Crystal Ball, MS Outlook)

2010 - 2011 **UCLA Science Journal – Co-Managing Editor of Layout**

- Website design
- Designed layout templates for the journal
- Taught the layout staff how to use Adobe InDesign
- Planned and ran meetings for layout staff
- Maintained relationship with ColorNet (printing company)
- Responsible for organizing assignments and meeting deadlines

2010 **Tutoring (SAT and College Essays)**

- Organized lesson plans for reading and writing portion of the SATs
- Helped students figure out his path towards college
- Encouraged students throughout the writing process by telling stories, pointing out details, and asking questions
- Edited essays and graded practice tests

2009 - 2010 **Yogurtland Cashier**

- Cashier work
- Food preparation
- Set up and clean up
- Constant interaction with customers

2009 **Daily Bruin Internship**

- Trained with photojournalists from LA Times (documentary and interview)
- Edited photos in Lightroom and Photoshop
- Organized photograph database with name labels, time stamps, and captions

FEATURES/PUBLICATIONS

World Focus Article: March 2010

Answerbag.com

[Loveology, Blog](#)

[Kireei, Blog](#)

[Decor8, Blog](#)

[Design Lovely, Blog](#)

[Not Collage, Interview](#)