

# CATHERINE HONG

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## EDUCATION

**School of Visual Arts**, B.F.A. Graphic Design Graduated 2021  
New York City, NY, United States of America  
Dissertation: Revisiting Mid-20<sup>th</sup> Century Graphic Design

## PROFESSIONAL EXPERIENCES

**Miro Art & Design School**, Toronto, ON 12/2017 - 08/2018  
*Educational Design Teaching Assistant*  
Coordinated with the head teacher to tutor students of various levels ranging from elementary to high school. Educated students on various Adobe Creative Cloud Apps to preparing art portfolio for university submission. Communicated frequently with the head teacher to properly assign work and assignments to the students under my supervision and marked their progression with various feedback reports.

**Artsy Institute**, JSA Gallery, New York, NY 01/2019-04/2019  
*Gallery Grand Opening Commission Team Member*  
Supervised the organizations of art materials and other assets prior to the gallery's opening. Coordinate with the curator of the gallery to scout and hire external talent to promote the art gallery. Assisted in setting up set pieces within the gallery alongside another intern in preparation for visitations prior to opening. Organized the spreadsheet of the feature artists and the works.

**PowerStick.com**, Ottawa, ON 06/2022 - 12/2022  
*Junior Graphic Designer*  
Coordinated with sales team in regard to producing virtual mock-ups for customers as well as creating final proofs when virtuals are purchased, producing lookbooks and feature presentations which show clients their logos on the PowerStick's products at a glance. Other responsibilities include assisting the marketing team in updating the inventory weekly when necessary for our products as well as notifying the team when prices have changed to update the inventory spreadsheet. Created virtual mockups for over 500 companies like Sony, Cirque du Soleil, PlayStation, Cadillac, Walt Disney, Amazon, MasterCard, and much more.

**Dao Café**, Ottawa, ON 11/2023 - 06/2024  
*Front of House Customer Service Representative*  
Served customers various drinks and desserts, including coffees, tea lattes, cakes, premium cha teas, macarons, souffle pancakes as well as sweet and savoury pastries. Other responsibilities include displaying, receiving, and keeping count of morning deliveries during opening shifts and counting leftover inventory and cleaning during closing shifts.

## TECHNICAL SKILLS & QUALIFICATIONS

**Applications / Software**  
(Highly Proficient): G Suite, Final Cut Pro X, InDesign, Illustrator, Photoshop  
(Knowledgeable): MS Office Suite, Premiere Pro, After Effects, Media Encoder, Adobe XD, Adobe Acrobat

## COMMUNITY INVOLVEMENT & INTERESTS

<b>Sunday School Teacher</b>	06/2023 – Present
<b>Scouts Junior Troop Leader</b> , Federation of North American Explorers	09/2023 – 02/2024
<b>Scouts Explorers Member</b> , Federation of North American Explorers	09/2017 – 11/2019
<b>Teaching Assistant</b> , Cumber Valley Middle School	10/2013 – 06/2016
<b>President</b> , St. Joseph's College School Newspaper	01/2015 – 03/2015
<u>Travelling</u> : Visited 5 different countries and 43/50 U.S. states	