

# WAI CHAN

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## EDUCATION

Bachelor of Graphic Arts Production Management, June 2015  
**New York City College of Technology**

### Courses included:

Impositions, Plates and Proofs	Color Reproduction Theory
Ink and Color Analysis	Desktop Publishing Production
Portable Document Formats	Project Management & Workflow Analysis

## EXPERIENCE

**Graphic Design Internship, October 2014 – December 2014**  
**Caribbean American Weekly | 26 Court Street, Brooklyn, NY**

- Assisted with office related assignments.
- Design new flyers, business cards and newspaper ads.
- Communication with my client regularly for feedback and ensure the work was progressing in a timely manner.

### Academic Examples

- Understanding of workflow and ability to work on multiple projects at once.
- Knowledge of preflight and color analysis to ensure quality reproduction from digital to print.
- Understanding of RFP.
- Knowledge of packaging design
- Retouching of old designs.

## SKILLS

- Knowledge of Adobe InDesign, Illustrator and Photoshop.
- Knowledge of Microsoft Word, Excel, and PowerPoint.