

Kira Oshima

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To view my portfolio and sample work, please visit www.KiraOshimaOnline.com

Education

Platt College, San Diego

- Associate of Applied Science in Graphic Design
- Bachelor of Science in Media Arts, specializing in Web

Program Knowledge

- Adobe PhotoShop CS4
- Adobe Illustrator CS4
- Page Layout - Adobe InDesign CS4, QuarkXpress
- Web Design - DreamWeaver CS4 HTML/CSS

Technical Skills

- Proficient on both Mac and PC platforms
- Up-to-date with the latest coding standards for the web (including usability and scripting)
- Proficient understanding of both pre-press and post-press print production
- Experienced in taking projects from creation to completion and meeting or exceeding the client's objectives

Key Skills

- **Planning and Organizing** – Proven planning and organizational skills that balance work objectives, team support, and other responsibilities to deliver results in a timely and professional manner.
- **Team Player** – Able to learn new processes and systems quickly and apply them accurately; enjoy sharing knowledge and encouraging the development of others to achieve specific team goals.
- **Communication** – Interacts with customers and co-workers by actively listening and asking appropriate probing questions to ensure successful project completion.

Work History

Urban Outfitters, Raleigh, NC

- *Sales Associate*, September 2009 – Present
- Work pro-actively with the management team and maintain awareness of upcoming events.
- Assist customers with selecting and locating merchandise and ordering out-of-stock merchandise.
- Support management by restocking merchandise and maintaining excellent customer service standards.
- Place new merchandise on the sales floor in practical and visually appealing displays.

Einstein Industries, San Diego, CA

Production Engineer, June 2008 - January 2009

- Combined artistic, communication, and technical skills to create and produce websites that conveyed the desired message while providing the end user with a positive experience.
- Utilized experience in latest software and design standards to create websites that were visually pleasing, well-organized, and technically clean and efficient.
- Additional duties included: interpreting requirements; site design and build; testing; and post-production support.
- Prepared and reported updates to management, account executive, and production team on in-process and pending projects.
- Provided feedback on enhancements and changes required to complete the project on time and on budget.
- Adapted well to new processes and systems. Used project tracking software (Basecamp) to monitor progress and identify critical path activities.

Kumon Learning Center, San Diego, CA

Instructor, December 2007 - June 2008

- Taught children math, reading, and English utilizing the Kumon method.
- Maintained progress records for the children and reviewed progress with the parents.

Starbucks Coffee Company, San Diego, CA

Barista, August 2006 - January 2008

- Made drinks to order in accordance to company policy and customer satisfaction.
- Maintained the store's appearance and its cleanliness to create a comfortable environment.
- Managed cash register credit card, cash, and return transactions to ensure a balanced register.