

# JULIA PHUNG

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## EXPERIENCE

### Senior Designer / Print Project Manager

*Dan Miller Design and exhibit-E  
New York, NY 2010–2018*

Print Project Manager and Senior Designer at Dan Miller Design

- Created thoughtful and compelling designs for a variety of projects including publications, identity systems, invitations, announcement cards and ads to consistently meet deadlines and exceed client expectations.
- Managed multiple projects simultaneously, prioritizing tasks and delegating responsibilities to ensure efficient workflow and on-time delivery of projects.
- Created and maintained a library of design assets, including templates and style-guides for a variety of clients to facilitate consistency across marketing materials and other collateral.
- Worked closely with printing vendors in estimating, color proofing, providing specifications, preparing print-ready files and attending press checks on a wide range of projects, to ensure accuracy and quality control.

Senior Designer at exhibit-E

- Designed elegant and intuitive websites for clients in the art world, maintaining consistency with brand guidelines, high-quality standards and timely project delivery.
- Worked closely with clients to gather feedback, incorporate revisions, and ensure satisfaction throughout the design and development process.
- Lead the re-design of the CMS for exhibit-E's proprietary template system and inventory management system, making features more intuitive and increasing overall ease of use.
- Researched and implemented a new organization system for the design team, improving work flow, scheduling and tracking progress.
- Collaborated with the development team to execute designs using style-guides, HTML and CSS, ensuring accurate translation from design to code.

### Freelance Graphic Designer

*KZ Creative  
Brooklyn, NY 2009–2010*

Assisted in the development and execution of visual designs for various marketing materials, such as packaging design, web design, invitations and promotional mailers for multi-disciplinary studio.

## PROFICIENCIES

### Design Tools

InDesign  
Photoshop  
Illustrator  
Sketch  
CSS  
HTML

### Project Management

Asana  
Redmine  
Agantty

## CAREER PAUSE

In 2019, I took a pause in my career to focus on raising my children. My sabbatical was extended due to the COVID-19 pandemic. During this time, I honed my organizational skills, time-management abilities and problem-solving capabilities to balance my family's needs effectively and efficiently. I'm excited to re-enter the workforce and contribute to a dynamic team.

## EDUCATION

### California State University, Chico

BA in Communication Design,  
Graphic Design, 2009