

Kathy Truong

Education

California State University, Los Angeles
B.A. Art, option Fashion and Textiles

Expected Graduation: June 2013

Work Experience

Asian Youth Center San Gabriel, CA July 2010 - Current

Tutor

- Managed summer and afterschool programs of students ranging from first grade to eighth grade
- Taught a third and fourth grade classroom of fifteen students and worked children with special needs
- Provided excellent childcare with the afterschool programs, summer programs, field trips and productive activities

KNT Apparel Temple City, CA Jan 2010 – July2010

Intern

- Maintained public relations amongst manufacturers, organized studio work environment, performed clerical duties
- Shadowed lead designer on design process from start to finish, including
 - apparel production and distribution
 - pattern assembly and fabric selection
 - relation management with sample makers, pattern makers, and production industries
 - attendance of textile and fashion shows by exhibitors and of Everyday or Eternal by KNT Apparel
- Assisted with basic marketing techniques, such as trade show promotion

Fiesta Publications Los Angeles, CA Nov 2008 - Jan 2010

Co-Creator/Managing Editor of MyQuince Magazine

- Managed MyQuince, a Quinceanera bi-annual publication with a circulation of 100,000
- Designed layout, organized content and advertisements, created content using research and interviews
- Maintained and established public and corporate relationships for magazine content (advertisers, clients, exhibitors)
- Coordinated booths for Quince Expo, promoted magazine to potential subscribers and advertisers
- Managed website blog creation and execution, including layout, content structure, and content creation

Photo Editor of Latino Bride & Groom Bridal Magazine

- Coordinated Latina Bridal Extravaganza Bridal Expo (attendance of 1,000), assisted models with fashion show
- Customized advertisements with Adobe Illustrator and Quark for yearly advertisers, exhibitors and clients, compiled articles
- Outreached to professional photographers, utilized PhotoShop to make RAW images from photographers print-ready

Intern of Fiesta Publications

- Performed clerical duties, managed office and customer service, promoted the magazine with potential advertisers
- Acquired working knowledge of magazine publishing and design programs (PhotoShop, Quark and Adobe Illustrator)

Asian Youth Center San Gabriel, CA Jun 2007 - Aug 2007

Receptionist

- Performed secretarial duties, utilized Microsoft Word and Excel for inventory and mailing
- Managed the front desk and provided exceptional customer service to students and incoming parents of the community center

Volunteer Work Experience

Vietnamese Student Association Alhambra, CA Sept 2006 - Jun 2009

Social Chair

- Organized club events and scheduled volunteer work within local communities
- Spread awareness to students, potential members, other affiliated cultural awareness organizations, and media

Junior Civitan Service Club Alhambra, CA Sept 2007 - Jun 2009

Social Chair

- Contributed volunteer work for local communities such as AIDS Walk, NIKE Walk-A-Thon
- Organized events as well as researched and scheduled club fundraisers; worked closely with president for club operations
- Promoted and marketed club using activities and fundraisers

Technical Skills

Computer Programs: Photoshop, Quark, Illustrator, Indesign, Microsoft Word, Excel, Powerpoint

References available upon request