

irene ng

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PROFESSIONAL EXPERIENCE

Design

- 04.2011 - **Nickelodeon Virtual Worlds Group, Glendale, California**
02.2007 **Art Coordinator**
Assist Art Directors and Producers in managing art staff and artists schedules. Assigns incoming workflow from internal and external sources, and ensures all deadlines are met. Verifies all art deliverables is correct and uploaded before each daily sync. Involved in brainstorming sessions for site functions and overall site calendar coordination. Assists in art asset organization on databases. Creates art for site content, marketing, events and publication as needed, or when daily schedule permits.
- 08.2006 - **Bang Zoom! Entertainment, Burbank, California**
06.2006 **Creative Intern**
Complete logos, graphic, animation about voice-overs and assist in duties for AX Idol, Anime Expo 2006.
- 08.2006 - **Music Plus TV, Los Angeles, California**
06.2006 **Production Intern**
Production/post-production to aid with shooting, editing footage, stage setting, and online promotion.

Business

Administration

- 01.2002 - **Office Depot, Inc., Signal Hill, California**
07.1999 **District Sales Manager Administrative Assistant**
Provided support to the District Sales Manager and sales team for timely completion of projects. Compiled analytical and forecasting reports of prospective customer base. Managed administrative duties. Created and designed Marketing brochures and materials to present clients.
- 04.1999 - **Omnatrix International, Inc., Los Angeles, California**
10.1998 **Assistant to the Chief Executive Officer**
Specifically, managed, organized and monitored projects to conclusion, budgeted, developed and implemented project status report, provided support to Chief Executive Officer and other staff members to complete projects, and financial analysis.
- 10.1998 - **Ryman Arts, Ryman-Carroll Foundation, Los Angeles, California**
03.1998 **Administrative Assistant**
Volunteered to do Financial Analysis, managed Sponsors/Alumni mailing addresses, compiled marketing promotional material mailings for Ryman Arts Exhibits and Gallery Shows, and administrative duties. Professional Affiliation: Ryman Arts Alumni Association

EDUCATION

- 08.2006 - Art Center College of Design, Pasadena, California
Bachelor of Fine Arts, Graphic Design with emphasis in Motion Graphics and Print
Publications: One Show Annual and V. Newspaper Issue I
- 07.1998 - California State University of Long Beach, California
Bachelor of Science Business Administration, International Business and Management
Minor, Business Economics
Leadership: VP of Finance and Finance Director, AIESEC
Historian, Information Systems Student Association

COMPUTER SKILLS

Strong working knowledge: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, QuarkXPress, Adobe After Effects, Cinema 4D, Dreamweaver, Microsoft Word, Excel and PowerPoint.

Familiar with: Adobe Final Cut, Adobe Premiere, Alias Maya, Adobe Flash, Quatro Pro, Quicken, QuickBook Pro, Microsoft Project.

CERTIFICATIONS

Certified Scrum Master (CSM), CPrime 2011
Conflict Management and Alternative Dispute Resolution Certificate, UCI 2002
Digital Design: Print Media Certificate, UCI 2002
Mediation Certificate, UCI 2001
Dale Carnegie Course Certificate, Dale Carnegie 1997
Priority Management-Phase 1 Training Certificate, AIESEC 1997