

LENA H. CHANDHOK

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PROFESSIONAL EXPERIENCE

UC SANTA CRUZ: STEVENSON COLLEGE

PROGRAMS OFFICE ■ Santa Cruz, CA

September 2006 – present

Residential life office responsible for planning, advertising, and staffing college events.

Programs Assistant

Worked with residential life team to plan and staff educational, social, and academic college events. Responsible for creating promotional artwork in both traditional and digital media. Served on student committees in charge of Stevenson events and acted as co-chair in fall of 2007. Chosen to serve on Assistant College Programs Coordinator hiring committee.

BANDAI ENTERTAINMENT, INC. ■ Cypress, CA

June – July 2006

Distributor of Japanese animation for DVD home video and broadcast.

Intern & Graphic Artist

Worked with local and international teams to create a variety of promotional ads for print and digital media. Checked DVDs for video and audio quality and wrote episode summaries. Responsible for general clerical work.

BACK TO THE FUTURE: THE MUSICAL ■ Santa Cruz, CA

winter – spring 2006

Student-written, nonprofit performance.

Graphic Designer & Scenic Artist

Designed production logos for promotional use. Worked with director and another artist to conceptualize and paint various scenery and prop items.

KUMON LEARNING CENTER ■ Poway, CA

2003 – 2005

After-school learning program.

English Teacher/Tutor

Worked one-on-one with students as English instructor. Graded student work, assessed student progress according to homework, test scores, and individual interaction, and wrote student assessments. Organized and filed student paperwork.

RELAY FOR LIFE ■ La Jolla, CA

spring 2005

Local American Cancer Society benefit event.

Graphic Designer

Worked with local Relay For Life team leader to conceptualize and create several promotional posters that continue to be used today.

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EDUCATION & ACTIVITIES

Awarded Governor's Scholarship in 2001-2002 academic year.

Awarded first place in Poway Women's Club art fair for painting.

Chosen for participation in California State Summer School for the Arts (CSSSA – Innerspark) animation program in summer 2004. Piece chosen for exclusive exhibition in Governor's Mansion.

Elected secretary of 3D Computer Animation Club for 2003-2004 and 2004-2005 academic years. Designed one of three official logos for club merchandise.

Graduated Poway High School in 2005.

Gained international perspective through travel to Japan in winter 2000 and to India in the summers of 2002, 2005, and 2006.

SKILLS

Familiarity with both Macintosh and Windows operating systems.

Proficiency in Microsoft Office and mail clients, specifically Eudora.

Proficiency in Adobe Photoshop, Illustrator, and InDesign.

General clerical skills, including filing and reception.

Familiarity with office equipment such as copier, scanner, and printer.

Friendly, positive attitude.

Knowledge of conversational Spanish and basic Hindi.