

IRIS KWOK

3021 Lost Creek Blvd, Laurel, MD 20724
301.776.2162 | ikwok1@umbc.edu
<http://userpages.umbc.edu/~ikwok1>

EDUCATION

- AUG 2008 - PRESENT **University of Maryland - Baltimore County**, Baltimore, MD
Bachelor of Arts, Visual Arts - Graphic Design
GPA: 3.313
- AUG 2004 - JUN 2008 **Old Mill High School**, Millersville, MD
International Baccalaureate Diploma

SKILLS

- ART Graphic design, webdesign, photo editing, basic video editing
- SOFTWARE Adobe Creative Suite CS4 (Photoshop, Illustrator, InDesign, Flash, Dreamweaver), Final Cut, Microsoft Office 2007 (Word, Excel, Powerpoint), Wordpress, PC and Mac Operating Systems
- LANGUAGES HTML, CSS, some Javascript, some PHP, C, Java

EXPERIENCE

- SEP 2010 - PRESENT **Biological Sciences Department of UMBC**, Catonsville, MD
Student Administrative Assistant
Responsibilities include helping students, answering questions over the phone, assisting with reservations for rooms and equipment, making copies and packets, organizing and filing documents, sorting mail and deliveries, and converting old files into digital formats.
- JUN 2006 - AUG 2009 **Anne Arundel County Library**, Laurel, MD
Volunteer
Job included ordering and shelving books, processing books on hold for patrons, and processing books transferring to and from the library.
- AUG 2007 - JAN 2008 **Old Mill Senior High School**, Millersville, MD
Science Department Student Aide
Assisted teachers and staff by making copies and packets, using and fixing the photocopying machines, sorting mail and papers, and running other errands.
- JUN 2001 - AUG 2005 **Anne Arundel County Library**, Laurel, MD
Summer Reading Club Volunteer
Volunteered at the Maryland City Library for four consecutive summers, helping out with the Summer Reading Club, encouraging kids to read. Job included assisting kids and parents with registration and completion of the Summer Reading Program, helping set up activities, and guiding younger volunteers.

ACTIVITIES

- AUG 2008 - PRESENT **AIGA - UMBC**, secretary