





Angelique que lu



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Multimedia Specialist with over nine years of visual communications experience. Years of hands-on experience in collaborating with diverse teams from marketers to designers in a variety of workplace environment. Excels in managing multiple projects from concept to delivery while meeting schedule requirements. Recognized for maintaining friendly professionalism and patience in building trusting relationships with all levels of staff.

core knowledge & skill areas

- Visual Design
- Customer Service
- Quality Assurance
- Strategic Branding
- Problem Resolution
- Section 508 Compliance
- Multiple Project Management / Time Constraints
- Workflow Management

technical skills

Adobe Photoshop	★★★★★
Adobe Illustrator	★★★★★
Adobe InDesign	★★★★★
Adobe Acrobat	★★★★★
Print and Layout	★★★★☆
Adobe Premiere Pro	★★★★☆
Adobe After Effects	★★★★☆
Digital Asset Management	★★★★☆
WCMS	★★★★☆
SharePoint	★★★★☆
Digital Photography	★★★★☆
Videography	★★★★☆
HTML & CSS	★★★☆☆

education

2008 - 2013
 De La Salle - College of Saint Benilde
 Bachelor of Arts in Multimedia Arts
 Manila, Philippines

professional experience

Department of Defense Education Activity - Alexandria VA
 January 2021 - Present
Web Specialist, GS-12

Collaborates closely with webmasters, school webmasters, and internal clients to maintain, update, and develop web pages, content, metadata, files, and web-oriented campaigns.
 Primary tasks include utilizing creative thinking and graphic design techniques to create visually appealing and user-friendly web pages and graphics, adhering to the agency's brand identity and DoDEA website design guidelines, while ensuring compliance with 508 accessibility standards. Manages content within the DoDEA.edu web content management system (Drupal) to ensure the delivery of up-to-date information and assists in managing the file structure and organization on the website. Designs, develops, maintains, coordinates, and manages 160 DoDEA school websites, ensuring a seamless and engaging user experience. Collaborates with clients to understand their needs and priorities, delivering customized solutions that meet their objectives and enhance user satisfaction. Focuses on user experience design to ensure that websites are intuitive, easy to navigate, and meet the needs of diverse users.

Oversees DoDEA's Digital Asset Management (DAM) System, organizing, categorizing, and maintaining digital assets to ensure they are easily accessible, properly tagged with metadata, and comply with organizational standards. Provides extensive support to internal and external clients, offering training, troubleshooting, and optimization of digital assets and web systems to enhance overall efficiency and user experience.

Key Accomplishments:

- Development of the Digital Asset Management system from conceptualization to implementation. Designed the homepage/dashboard structure and meticulously refined metadata for thousands of assets, ensuring effortless searchability
- Created a DAM portal for our marketing department, Executive Services Division, and Office of DoDEA Policy to efficiently store, manage, and distribute our extensive library of promotional materials, policy forms and documents. This portal serves as a centralized hub where team members and external clients can easily access the latest assets and maintain brand consistency across various campaigns and channels
- Created new webpages for various internal clients, such as Human Resources, Procurement Division, Dependents Education Council, Partnership and Resources, and more, demonstrating quick turnaround times
- Published articles submitted by DoDEA employees on the official DoDEA employee websites, ServiceNow and SharePoint
- Developed and edited digital products, including thumbnails, logos, images, and other graphics for optimal web usage



professional experience

Marine Corps Community Services - Quantico, VA

December 2018 - January 2021

Lead Graphic Designer, NF-3

Worked as lead graphic designer to design and develop a variety of visual solutions to support the organization's presence and brand identity and to provide for the target audience needs. Primary tasks: communicated and coordinated with others to achieve goals, yet also worked independently as a member of the marketing team; produced visual information products involving design logos, templates, publications, illustrations for web and print production; operates a variety of printing, scanning, camera, cutters, computer graphics, and copying equipment to produce the products; organized and prioritized assigned design and production schedules to ensure timely delivery; provide senior management with updates to create well-functioning team environment; provided exceptional customer service and communicated with customers to learn the specific objectives of a project, and advise the most appropriate visual method to meet clients' goals.

Key Accomplishments:

- Re-branded the visual design of the Marine Corps Life Information Guide
- Design and produce a variety of informational materials for placement on website and social media; print flyers, posters, signage, banners, booklets, and more
- Produce promotional video presentation with video editing and special effects
- Became a reliable go-to resource for several clients', providing quick turnarounds with above quality results
- Official special event photographer

Family and Morale Welfare and Recreation - Fort Belvoir, VA

November 2017 - December 2018

Marketing Assistant, NF-2

Worked as creative representative within FMWR marketing team to provide visual solutions to various internal clients in support of the entire organization, its initiatives, and programs. Primary tasks: prepare and create visual solutions, including presentations, multimedia, posters, pamphlets, and illustrations for web and professional print production; coordinate assigned design projects, print processes, and preproduction schedules by prioritizing project schedules and ensuring timely and cost-effective delivery; assist with updating CMS website and social media channels; manage design projects from initial planning stage to final production; communicate directly with managers and directors to learn the specific objectives of a project, and advise the most appropriate visual method to meet project goals.

Key Accomplishments:

- Recognized for demonstrating effective communication and teamwork skills by identifying and solving customer challenges while maintaining quality standards and promoting innovation and brand recognition
- Created visual guides to streamline client interactions to clarify services provided within the marketing department

Marine Corps Marathon - Quantico, VA

January 2015 - November 2017

Graphic Arts Assistant / Marketing Assistant, NF-2

Worked as primary digital/web ad creator within the marketing team. Created visual design products for social media and WCMS website. Provided support to the marketing team with in-house art and design efforts. Primary tasks: design of logos, charts, maps, banners, running bibs, awards, signs, badges, paper prints, posters, business cards, motion media, and promotional graphic materials for distribution; modified and coordinated all signage; attended all special events and served as the official special event photographer.

Key Accomplishments:

- Produced effective graphics and visual design presence
- Created visual branding for events: Quantico Tri, Kids Run, and Semper Fred (Semper 5ive)
- Assisted in organizing special events and served as a photographer in Marine Corps Marathon events