

Eric Xiao

EricXiao03@yahoo.com

PROJECTS

- Owner and Creative Designer* **One True Soul, Oakland, CA** **2007- Present**
- Designed and created own start-up clothing company that embraces pop culture and original thought and ideas.
 - First line of design is sold online and Dome Fits Alameda.
- Creative Designer, Dashing (K)night Clothing, San Francisco, CA* **2009-present**
- Designed and produced graphics for urban clothing brand.

EXPERIENCE

- Computer Competency Instructor, Richmond District Neighborhood Center, San Francisco, CA* **9/2009-Present**
- Trained *Richmond District residents* to become more computer competent.
- Intern Graphic Designer, ZVUE Inc, San Francisco, CA* **6/2009-8/2009**
- Produced and re-designed skin for home page.
 - Other graphic design related tasks.
- Contract Graphic Designer, M+Y STEEL, Pleasanton, CA* **2008-Present**
- Produced graphic to implement into the web.
 - Work closely with the marketing director to create marketing material such as ads, flyer and etc.
- Contract Graphic Designer, Asian Inc., San Francisco, CA* **2008-Present**
- Produced and designed website for prominent non-profit Housing Corporation that incorporated the needs of the clients while maximizing creative skills and advertisement awareness.
 - Managed website with the continue input from the Director of Asian Inc.
 - Optimize the navigability and visual responsibility of quality and site.
 - Devise and created brochure for Asian Inc.'s annual gala.
- Computer Competency Trainer, Asian Inc., San Francisco, CA* **2008-Present**
- Trained elderly low-income residents to become computer competent.
- Customer Service Agent Hallmark Aviation, Oakland, CA* **2006-2008**
- Provide efficient and friendly atmosphere for passengers to check- in and have a safe boarding experience.
 - Daily inspection of weight and balance for Aloha airline to help to ensure a smooth and safe flight for passengers.
 - Contact and greeting with passengers on each flight.
- Office Assistance Clerk Powell Financial, Oakland, CA* **2002-2005**
- Assist in the majority of Powell Financial daily duties to process loan applications.
 - Increase productivity in the office by maintaining existing relationships with customer.
 - Efficiently updated and maintained client's data and information.
 - Systematize and categorize proficiently the payments and data within the company.

EDUCATION

San Francisco State University

Bachelor of Arts, Industrial Design

Bachelor of Arts, Minor: Asian American Studies

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SKILLS

Programming: Adobe Photoshop, Dreamweaver, Flash, InDesign and Illustrator.
Languages: Fluency in Chinese.