

# Lilian Cao

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## EDUCATION

**Cornell University College of Human Ecology**, Ithaca, NY

Bachelor of Science in Design and Environmental Analysis

*Aug 2023 - May 2027*

*Relevant Coursework:* Microeconomics, Environmental Psychology, Calculus, Global Urban Studies, Design Computing, Design and Programming for the Web, Sustainable Design, Visual Literacy and Design Studio, Construction Documentation.

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## SKILLS

**Excellence** in Project Management, Written Communications, and Visual Design;

**Experience** with Revit, SketchUp, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe LightRoom, Canva, Rhino3D, Blender, Google Suite, Microsoft Word;

**Proficient** in French, Mandarin, Cantonese.

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## ACTIVITIES

**Cornell CUTN Funding Commission**, President | *Ithaca, NY*

*May 2025 - Present*

- Directed an 8-person executive board team and oversaw all operations of the commission, including the review and disbursement of over \$180k in student activity funds each semester.
- Served as the primary liaison between the Commission and Cornell Campus Life directors, advocating for student priorities while ensuring alignment with university policies and regulations.
- Streamlined the funding application process and implemented new evaluation criteria to ensure equitable and strategic resource allocation across 150+ student organizations.
- Regularly briefed university administration on the impact and financial performance of funded events, contributing to data-informed policy updates on student event funding.
- **Skills:** Strategic Leadership, Cross-Functional Communication, Stakeholder Management, Financial Management, Event Logistics, Policy Compliance, Process Optimization

**Thread Magazine at Cornell University**, Director of Design | *Ithaca, NY*

*Aug 2024 - Present*

- Lead the full design production process for Cornell's premier student-run fashion and lifestyle magazine, overseeing concept development through final print.
- Directed a 15-member design team through 3.5-month production cycles, delivering ~80-page magazine issues each semester within a hard deadline and to a professional standard.
- Established and maintained the creative vision for each issue, aligning design, photography, and editorial elements into a cohesive visual narrative.
- Facilitated weekly creative strategy meetings to foster collaboration.
- Provided ongoing mentorship and feedback to designers, developing their technical skills and creative confidence.
- Managed project timelines, delegated responsibilities, and implemented workflow systems to ensure critical production milestones were met.
- Designed and finalized layouts for 3 magazine issues using Adobe InDesign.
- **Skills:** Project Management, Creative Direction, Photography Production, Team Leadership, Adobe InDesign

**Medium Design Collective at Cornell University**, Treasurer | *Ithaca, NY*

*Sept 2024 - Present*

- Managed and allocated University funds to support organizational initiatives, including large-scale events each semester.
  - Facilitated reimbursement processes, acting as a liaison between University administration and organization members.
  - Coordinated incoming payments from third-party organizations commissioning design work, ensuring accurate invoicing and financial tracking.
  - **Skills:** Budget Management, Financial Coordination, Fund Allocation, Communication, Revenue Tracking
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## WORK EXPERIENCE

**Independent Design Consultant** | *Redwood City, CA*

*May 2025 - Aug 2025*

- Worked closely with clients to establish trust, clarify goals, and maintain consistent updates throughout the project.
- Conducted in-depth diagnostic interviews and iterative research to identify clients' functional and aesthetic needs aligned with their lifestyles.
- Applied design principles and market research to create a customized and functional home office renovation.