

VIVIENNE TRAN

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EXPERIENCE:

Design Intern, Stept Studios; El Segundo, CA – June. 2025-present

Assisting with image pulls on treatments and creative pitches, responding to client/project briefs for design development, working within brand guidelines to create required assets, as well as developing visual directions for campaigns or other project needs.

Art & Design Director, Daily Trojan; Los Angeles, CA – Jan. 2024-present

Oversees the Art & Design department for USC's student newspaper, the Daily Trojan. Also works closely with section editors to coordinate special edition layouts and expand the illustrative and design aspects of the newspaper.

Proofreader, Y.P. Lee, Mock & Partners; Seoul, ROK – Mar. 2022-Mar. 2023

Proofread and copyedited intellectual property-related English documents and letters for a high-ranking and large IP law firm.

E-Pal volunteer, Ewha Womans University; Seoul, ROK – Sep. 2021-Jan. 2022

Volunteered as an English Tutor through Ewha Womans University's E-Lounge program. Held conversation practice with students over Zoom three days a week.

Part-time employee, Tony Tutto Pizza; Ross, CA – Sep. 2019-Jun. 2020

Worked as counter service/cashier/customer service at an Italian restaurant.

Global Glimpse Ambassador, Global Glimpse; CA – Oct. 2019-Jun. 2020

Student ambassador for non-profit organization, Global Glimpse. Recruited future Glimpsers and facilitated after-school workshops for summer trips.

Arts & Culture Editor, The Pony Express; Novato, CA – Sep. 2018-Jun. 2020

Wrote and edited articles for the Arts & Culture section of high school newspaper. Also was in charge of designing the layout of the Arts & Culture section. School newspaper is an award-winning newspaper that received the Honor Rating of All American with Four Marks of Distinction from the National Scholastic Press Association.

Arts & Culture magazine Editor, San Marin Journalism; Novato, CA – Sep. 2018-Jun. 2020

Created and co-edited an annual arts & culture magazine that displayed various student-submitted art and writing.

EDUCATION:

University of Southern California, Los Angeles, CA – BFA, Design, East Asian Languages & Cultures minor (expected in May 2026)

Ewha Womans University, Seoul, Republic of Korea – Attended in 2021-2023

San Marin High School, Novato, CA – High School Diploma, 2020

SKILLS:

Soft skills – Leadership, communication, creativity, willingness to learn, organization, adaptability, attention to detail

Hard skills – Microsoft Word, Excel, and Powerpoint; Adobe Creative Suite (InDesign, Illustrator, Photoshop, Dimension, and After Effects); Rhinoceros 3D and Cinema 4D; Procreate; HTML web design

Multilingual: English (Native), Korean (Advanced, TOPIK level 5), Vietnamese (Beginner)