

Rachel Mai Tran

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OBJECTIVES

- To teach individual and group classes, for children or adults, in the areas of digital photography, film photography, drawing, graphic design, and web design
- To provide high quality photography, graphic design, and web design services
- To promote photography and the fine arts

EDUCATION

University of Pennsylvania | Philadelphia, PA | 2009

BA in Religious Studies, minors in Photography and African Studies

- **Studio Art Courses:** Web Design II, Web Design I, Graphic Design, Digital Photography, Portrait Photography, Photography II, Photography I, Digital Design Foundations, Drawing I, 3D Design
- Summa Cum Laude, GPA: 3.89/4.00, Phi Beta Kappa
- Israel Goldstein Award for honors thesis on West African immigrant churches in Philadelphia

University of Ghana | Accra, Ghana, West Africa | 2008

Study Abroad

COMPUTER SKILLS

Adobe Photoshop, Illustrator, and Dreamweaver; CSS, HTML, jQuery, and Flash; Microsoft Office Suite

ART & DESIGN EXPERIENCE

Freelance Web and Graphic Designer | Various Clients in US and Ghana, West Africa | 2009-Present

- Design and program websites for organizations such as the Christian Association at Penn (upennca.org), Moringa Community (moringacommunity.org), ILC Africa (ilcafrica.com), and Turning Point Ministries (racheltran.com/tpmi/home.html)
- Design logos, posters, layouts, and illustrations for clients such as the International Institute of Tropical Agriculture, West Africa Fair Fruit Company, CARE Gulf of Guinea, and Nestle Central & West Africa

Private Art Tutor | Private Family | Accra, Ghana, West Africa | Sep 2009 – Sep 2010

- Taught individualized drawing lessons for an elementary school student

Peacemaking through the Arts Intern | Christian Association at Penn | Philadelphia, PA | Jan 2007 - May 2008 as volunteer, Jun 2008 – May 2009 as staff

- Developed lesson plans, led sessions, and coordinated volunteers for an after school “Peacemaking through the Arts” program serving underprivileged urban elementary school children
- Designed flyers and brochures for social justice programming using Photoshop and Illustrator

Photo Exhibit Intern | Bread & Roses Community Fund | Philadelphia, PA | Jun-Aug 2008

- Organized art exhibitions in various Philadelphia art venues and coordinated exhibit displays

Photography Intern | Lightyear Studio | Philadelphia, PA | Apr-Sep 2007

- Captured photographs and videos at weddings
- Edited and retouched photography using Adobe Photoshop

TEACHING EXPERIENCE

Education Fellow | ILC Africa | Accra, Ghana, West Africa | Jun 2009 - Mar 2010

- Taught standardized test preparation courses (SAT I, SAT II, GRE, TOEFL, etc.)
- Managed instructors and coordinated teacher/student schedules
- Designed curriculums and lesson plans
- Analyzed student progress and produced progress reports

Voice Director | Penn African Performing Arts | Philadelphia, PA | Dec 2007- May 2009

- Taught local high school students traditional and modern African song, poetry, and dance in preparation for a spring performance

Tutor | America Reads America Counts | Philadelphia, PA | Sep 2005 – Dec 2007

- Taught math, history, and English to underprivileged urban junior high school students

Volunteer Teacher | Global Civic Preservation | Accra, Ghana | Feb-June 2008

- Taught math lessons to young adults preparing for junior secondary school placement exams

INTERNATIONAL DEVELOPMENT EXPERIENCE

Research Assistant | BroadReach Healthcare | Jan 2012 - Present | Arlington, VA

- Design print and web-based marketing materials
- Work under the direct supervision of the Director of Business Development to achieve the South Africa-based global health firm's target of \$25 million in annual revenue
- Lead capture planning efforts, prepare proposal documents, write sections of technical proposals, and provide strategic input

ILC Africa | Program Officer | Mar 2010 – Present | Accra, Ghana and Arlington, VA (Virtual)

- Lead business development for a local Ghanaian firm specializing in monitoring, evaluation, and assessments
- Design print and web-based marketing materials

United States Agency for International Development – iREAD Ghana Study | Implementation Officer
| Nov 2010 – Feb 2011 | Accra, Ghana

- Implemented monitoring and evaluation activities for a pilot study that assessed the effects that e-readers (Kindles) have on Ghanaian public school students' quality of education