

SEJIN KOO

Graphic Designer

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EDUCATION

JUNE 2006

Bachelor's degree in graphic design
(Ontario College of Art & Design,
Toronto, ON)

NOV 2008

Certificate in TESOL (*Teaching english
to speakers of other languages*)
(ILAC, Toronto, ON)

SKILLS

- Adobe creative suite
(Illustrator, Photoshop, InDesign,
Premier Pro)
- Quark Xpress
- Corel Painter
- Microsoft Office
- SketchUp
- Basic knowledge of HTML, CSS
- Figma (Learning)

ACHIEVEMENT

Logo Design Competitions –
logomyway.com

- 1st Place: Dataverse (May 2011)
- 1st Place: Network like a Secret Agent
(Oct 2010)
- 2nd Place: Middleclass Taxpayers
Association (Apr 2011)
- 3rd Place: VI Shots (Sep 2010)

PROFESSIONAL EXPERIENCE

May 2015 – Present

RiverOne Health & Wellness, Joliet, IL
Graphic Designer / Office Administrator

Graphic Design Responsibilities:

- Developed and maintained complete company branding: logo, stationery, business cards, signage, brochures, promotional products.
- Designed internal office materials: forms, employee handbook, PowerPoint templates, gift cards, gift certificates, company folders.
- Created marketing visuals for both print and digital media: flyers, event banners, and website assets.
- Produced and edited video content for YouTube, Instagram, and Facebook using Adobe Premiere Pro and CapCut.
- Designed and managed visual content for in-office display screens (TV media box).

Office Administration Responsibilities:

- Managed provider credentialing and recredentialing for various insurance companies.
- Handled payroll, payment processing, deposits, and daily financial monitoring.
- Prepared documentation and ensured readiness for Medicare site visits.
- Resolved denied and rejected insurance claims: wrote appeal letters, disputed claims, and communicated with insurance companies.
- Managed company utility bills and all bank-related tasks (deposits, invoice payments, dispute resolution).
- Oversaw HR functions: maintained employee records, created official letters, ensured documentation compliance.
- Set up and maintained internet service, VoIP phone systems, and office computers.

FREELACE PROJECTS

Sep 2007 – Sep 2010

Dasha Flash 'n' Friends

(Toronto, ON)

Illustrator & Designer

- Created storyboards and illustrations for children's books.
- Designed promotional posters and event banners.

Nov 2007 – Aug 2008

Marquee Publishing Inc.

(Toronto, ON)

Junior Graphic Designer

- Contributed to iPhone apps, brochures, and airline game modules.
- Edited and selected imagery.
- Assisted Art Director in production tasks.

ACTIVITIES

2002 - 2008

Worship Team Vocalist

TKPC Church, Toronto, ON

- Led Sunday worship as a vocalist in the church band
- Collaborated with musicians and AV team to create meaningful worship experiences

2002-2008

Preschool Volunteer Teacher

TKPC Church, Toronto, ON

- Plan creative activities for young children (Age 3-5)
- Ensured a safe, nurturing classroom environment during weekly services

PROFESSIONAL EXPERIENCE (CONT'D)

Jan 2009 – May 2010

Strategy Institute Inc., Toronto, ON

Web/Graphic Designer

- Designed marketing materials: brochures, banners, ads, HTML email blasts.
- Created sponsor-related media: media kits, evaluation sheets, landing pages.
- Designed on-site event materials: signage, flyers, PowerPoint decks, tent cards.
- Proofread and finalized all designs with internal teams before production.
- Collaborated with developers to produce web graphics and update websites.
- Managed internal design materials including business cards, newsletters, and microsites.

Nov 2006 – May 2008

KCR News Corp., Toronto, ON

Graphic Designer / Editor

- Designed and edited newspaper ads in collaboration with marketing consultants.
- Verified and finalized newspaper layouts, prepared files for press.
- Maintained and archived advertisement documents.
- Proofread and corrected all content for publication.

ADDITIONAL EXPERIENCE

Jul 2008 – Aug 2008

TKPC (Toronto Korean Presbyterian Church)

Kids Summer Camp, Toronto, ON

Art & Craft Teacher (Contract)

- Planned and delivered creative art lessons.
- Prepared and managed classroom materials.

Apr 2003 – Aug 2006

Hanna Travel & Tours, Toronto, ON

Travel Consultant

- Provided travel advice and booked international trips.
- Used Sabre system for reservations and ticketing.
- Handled customer service and problem resolution professionally.