

# Vera Hoffman

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<https://www.verawhoffman.com>

## EDUCATION

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**Northwestern University**, Evanston, IL September 2024 – June 2028 (anticipated)  
Weinberg College of Arts and Sciences  
*Asian Languages and Cultures, Bachelor of Arts and Sciences*  
*Data Science and Business Institutions Minors* GPA 3.95/4.00

## EXPERIENCE

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**Graphic Designer and Office Assistant**, Northwestern University September 2025 – Present  
*Art, Theory, and Practice Department @ WCAS*

- Creates 1-2 promotional posters per week using Adobe Suite
- Collaborates with faculty and students to promote quarterly courses
- Provides administrative support to students with inquiries about the Art, Theory, and Practice program.

**Social Media Chair**, Northwestern University January 2024 – Present  
*Cookology*

- Film and edit Instagram reels once a week
- Design posters for Cookology lessons and events
- Photograph and edit pictures Cookology events for Instagram

**Online English Tutor**, Karuizawa, Japan September 2023 – February 2024  
*Self-Employed*

- Tailored English language instruction to non-native speakers
- Two classes per week.
- Created engaging and interactive lessons to enhance students' speaking, listening, reading, and writing skills.

**Social Media Intern**, Groningen, Netherlands June 2024 – July 2024  
*Humanity Link*

- Created 6 promotional videos on company values and products
- Improved skills in Final Cut Pro X and Adobe Premiere Pro

## LEADERSHIP

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**Treblemakers A Cappella**, Northwestern University September 2024 – Present  
*Assistant Music Director*

- Create and lead warm-ups in rehearsals twice a week
- Assist Music Director with setlists, song selections
- Lead rehearsals for 2-3 songs per quarter

**Art Club**, UWC ISAK Japan August 2023 - May 2024  
*President*

- Create weekly club activities
- Keep inventory for all art materials at the school
- Hold school-wide events for the student body related to Visual Arts and assist Visual Art students with exhibitions and projects

## SKILLS

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**Software:** Adobe Suite, Instagram, Canva

**Skills:** Digital Marketing, Graphic Design, Communication, Problem solving, Time Management, Adaptability

**Language:** English (native), Korean (conversational), Japanese (conversational)