

# Vera Hoffman

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<https://www.verahoffman.com>

## EDUCATION

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

## EXPERIENCE

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<b>Graphic Designer and Office Assistant</b> , Northwestern University	September 2025 – Present
<i>Art, Theory, and Practice Department @ WCAS</i>	
<ul style="list-style-type: none"><li>Creates 1-2 promotional posters per week using Adobe Suite</li><li>Collaborates with faculty and students to promote quarterly courses</li><li>Provides administrative support to students with inquiries about the Art, Theory, and Practice program.</li></ul>	
<b>Social Media Chair</b> , Northwestern University	January 2024 – Present
<i>Cookology</i>	
<ul style="list-style-type: none"><li>Film and edit Instagram reels once a week</li><li>Design posters for Cookology lessons and events</li><li>Photograph and edit pictures Cookology events for Instagram</li></ul>	
<b>Online English Tutor</b> , Karuizawa, Japan	September 2023 – February 2024
<i>Self-Employed</i>	
<ul style="list-style-type: none"><li>Tailored English language instruction to non-native speakers</li><li>Two classes per week.</li><li>Created engaging and interactive lessons to enhance students' speaking, listening, reading, and writing skills.</li></ul>	
<b>Social Media Intern</b> , Groningen, Netherlands	June 2024 – July 2024
<i>Humanity Link</i>	
<ul style="list-style-type: none"><li>Created 6 promotional videos on company values and products</li><li>Improved skills in Final Cut Pro X and Adobe Premiere Pro</li></ul>	

## LEADERSHIP

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<b>Treblemakers A Cappella</b> , Northwestern University	September 2024 – Present
<i>Assistant Music Director</i>	
<ul style="list-style-type: none"><li>Create and lead warm-ups in rehearsals twice a week</li><li>Assist Music Director with setlists, song selections</li><li>Lead rehearsals for 2-3 songs per quarter</li></ul>	
<b>Art Club</b> , UWC ISAK Japan	August 2023 - May 2024
<i>President</i>	
<ul style="list-style-type: none"><li>Create weekly club activities</li><li>Keep inventory for all art materials at the school</li><li>Hold school-wide events for the student body related to Visual Arts and assist Visual Art students with exhibitions and projects</li></ul>	

## 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)