

CAROLINE "RUTH" WILSON

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EDUCATION

Bachelor's Degree in Industrial Design

North Carolina State University, Raleigh, North Carolina
North Carolina State Prague, Czech Republic

May 2020
May 2018-July 2018

Member of IDSA, Pencils of Promise, and Platform Magazine

PROFESSIONAL EXPERIENCE

Freelance Designer

March 2020- August 2020

- Created and designed products in line with clients' visions through ideating and prototyping
- Conducted user and market research to identify gaps in the market and inform designs
- Developed branding for clients to include logos, color palettes, and visual assets
- Proactively communicated with clients on a regular basis with progress updates and to assure a high level of satisfaction
- Exercised time management and organizational skills to manage workload and consistently meet client deadlines

Internship — Atrium Health, Facilities Management and AIMS Department May 2017- August 2017

- Assessed discrepancies in interior design of medical office buildings to inform future renovations to standardize user experience and prioritized sites according to condition
- Compiled grading sheets and photo documentation of each site evaluated
- Independently organized and completed site visits to inspect and evaluate medical office buildings
- Attended and participated in team meetings for Facilities Management and AIMS (Aesthetics, Interiors, Moving & Signage) Department
- Gained proficiency in executive level interaction through presentation of department findings and experience to system Senior Vice President

Administrative Assistant — Julie Chiu & Associates, CRE focused Law Firm May 2016- August 2018

- Compiled information and created binders for clients including all significant documents critical for each transaction
- Organized email correspondence, hard files, and diligently completed all other assigned tasks

REPRESENTATIVE VOLUNTEER EXPERIENCE

Service Raleigh, CEMFIN - Charlotte, North Carolina and Zambia, Africa

2013 - 2019

Boys and Girls Club - Charlotte, North Carolina

Charlotte Bilingual Preschool - Charlotte, North Carolina

- Experience included preparing and presenting materials to board members, filming, editing and co-producing promotional videos, and organizing sports programs
- Completed administrative tasks in a timely manner to include analyzing data and creating reference lists

SKILLS

Interpersonal Communication; Fluency in English and Spanish; Adobe Photoshop, Illustrator, Lightroom, & InDesign; Solidworks; Autodesk 3DS Max; Keyshot; Microsoft Office - Outlook, Excel, Word, PowerPoint; Conducting User Research; Prototyping