

# **CARLYN SO**

312.379.9153

## **EDUCATION**

sep2016 - nov2016  
mar2017 - may2017  
aug2003 - may2006  
sep1999 - jun2002

**Front-End Web Development.** Part-Time Course at General Assembly  
**Product Management.** Part-Time Course at General Assembly  
**The University of Illinois at Chicago.** Master of Architecture  
**The University of Chicago.** Bachelor of Arts in Environmental Studies

## **RELEVANT EXPERIENCE**

oct2015 - present

### ***Website Overhaul for ChicagoCoop.net***

(ChicagoCoop.net)

- developing custom Wordpress website to serve as info hub for Chicago-based cooperatives
- conducted user and stakeholder interviews
- designed wireframes and static site

jan2015 - present

### ***Fireplace Housing Match Tool***

“Making it easier for friends to consider housing co-ops”

- building front-end and back-end platforms to launch MVP
- conducted user research and stakeholder interviews, built prototype

oct2015 - present

### ***Volunteer Web Designer for Gingarte Capoeira***

- redesign of existing site: static site mockup and custom Wordpress content management system

may2006 - 2014

### ***Freelance Architectural Designer at various firms***

- Chicago, Beijing, Hong Kong

aug2010 - apr2012

### ***Assistant Project Coordinator at The Delta Institute***

- research and writing for county deconstruction report and ordinance
- organized stakeholder forum and job training programs

feb2001 - present

### ***Content Manager & Admin at Gingarte Capoeira***

- online webmaster and event coordination

## **SKILLS**

web development  
graphics & design  
administrative

HTML, CSS, Javascript, custom Wordpress sites, content management, Git  
Photoshop, Illustrator, InDesign, SketchUp, Autocad  
GoogleDocs, Word, Excel, Powerpoint, Pages, Numbers, Keynote, office reception

## **INTERESTS**

construction  
activism  
travel-addicted  
sports  
language-obsessed

Habitat for Humanity volunteer, Rebuilding Exchange volunteer.  
CivicLab graphic designer for Chicago ward posters explaining tax-increment financing.  
English tutor, Italian organic farm volunteer, Hosteling International volunteer.  
capoeira, beach and indoor volleyball.  
conversational: Portuguese, Italian, and Spanish. basic: Mandarin and Cantonese.