Tegan Le

teganle0505@gmail.com | (713) 562-8535 | Houston, TX |
LinkedIn: www.linkedin.com/in/teganle | Portfolio: https://teganlephotos.com/teganleportfolio/

EDUCATION

University of Houston **May 2027**
Bachelor of Science in Digital Media; *Houston, TX*
Minor in Technology Leadership and Innovation Management
Cullen College of Engineering – Technology Division

WORK EXPERIENCE

Photographer **January 2023 – Present**
Freelance *Houston, TX*

- Managed end-to-end photography projects, including scheduling, set design, lighting setup, and post-processing, consistently delivering high-quality images with two-week turnaround
- Collaborated with clients to ensure their creative vision was accurately represented in final deliverables
- Developed and maintained a portfolio of work showcasing diverse styles and projects

Medical Receptionist **May 2025 - Present**
Le Family Practice and Health Center *Houston, TX*

- Verified insurance eligibility and benefits updating patient information, maintaining accurate files in compliance with HIPAA
- Greeted patients and collected co-payments at check-in while answering multi-line phones, speaking with patients and pharmacists
- Maintained an organized desk, ordering office supplies, scanning and faxing documents, and sorting mail

INVOLVEMENT

Ate – Family Lead **May 2025 – May 2026**
Filipino Student Association, University of Houston *Houston, TX*

- Led a 77-member family, promoting activities and interpersonal connections within the 916-member student organization
- Planned and organized bi-weekly events, often in collaboration with other executive board members of FSA
- Mentored and connected with new and first-year members in navigating their academic and social lives

Graphics and Photography Coordinator **August 2024 – August 2026**
UHFSA Mukha Media Team *Houston, TX*

- Maintained, operated, and troubleshooted professional camera equipment (DSLR/Mirrorless) to ensure consistent, high-quality image output under various lighting conditions
- Created graphics for the organization's Instagram while maintaining a consistent social media feed
- Collaborated with fellow members to discuss graphic elements and photographic styles

Student Resident **August 2023 – May 2024**
Zimmerman Advertising Program, University of South Florida *Tampa, FL*

- Strengthened networking skills with business professionals to prepare to enter the advertising industry
- Maintained a high GPA while balancing schoolwork and student organization involvement
- Collaborated with fellow residents in preparation for future internships and creative opportunities

CERTIFICATIONS & SKILLS

- **Certifications:** Tableau Certification
- **Technologies:** Adobe Creative Cloud, Nikon DSLR, Figma, Webflow
- **Skills:** Content Strategy, User Persona Development, Team Collaboration