

Kalissa Tan
she/her/hers

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About me

I am a student studying graphic design, who has done numerous projects for classes both individual and collaborative. I often do commission work for peers outside of the art community, including both physical and digital art.

Education

BA, Graphic Design, Virginia Commonwealth University
(2021 - present)
Current GPA: 4.0

Experience

Intern, ENTACT, (2022)

- scanned and organized files to place into organizational system, use of scanner/labeling
- physically removed and organized files into different boxes, labeled with the labeling system of stickers
- often finished assigned jobs and ended up doing more than expected

Server/Hostess, bd's Mongolian Grill, (2020 - Present)

- taking orders, talking to customers, putting in orders, seating guests, setting server rotation, sending tables, bringing out food, bringing out drinks, handling money and checks
- use of a POS system, customer service skills, handling of money
- hired at 17, stayed long enough to get re-trained as a server and still work both positions

Additional Skills & Experience

Webmistress/PR/Historian, alpha Kappa Delta Phi at VCU, (2022- 2023)

- responsible for maintaining the chapter Instagram, Facebook, and website, while also creating graphics/flyers/banners for each event we had to advertise
- created a cohesive theme for the Instagram each semester through creating flyers, infographics, and other general posts with color/ theme coordination

Stage Manager, Sound Technician, WVHS Theater, (2017- 2021)

- responsible for managing, cueing, designing lighting, props, sound, and the set (structures, flats, panels)
- stayed in theater for all four years, learning how to operate a soundboard, light board, create set design, and construction techniques

Exhibitions, Publications/Press & Awards

- Digital Art Departmental Award. Waubonsie Valley High School (2021)

× **References available on request**