

**Kalissa Tan**  
Graphic Designer  
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Highly creative and detail-oriented graphic designer with 3 years of educational experience, driven by a passion for innovative design and visual storytelling. Eager to contribute to a dynamic team in a challenging position, leveraging expertise in visual communication, branding strategy, and digital design. Proficient in Adobe Creative Suite, with a keen eye for aesthetics and a dedication to delivering impactful solutions that resonate with audiences.

## Professional Experience

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### Graphic Design Intern

*Dominion Payroll*

*October 2024 - Present*

- Collaborate with the marketing team to create engaging visual content for digital and print media, including social media graphics, email campaigns, blog illustrations, infographics, and promotional materials.
- Assist in the development and maintenance of brand guidelines to ensure consistency across all visual assets.
- Support the design and production of company events, webinars, and trade show materials.
- Help to create visual assets for website updates and landing pages.
- Participate in brainstorming sessions and contribute innovative ideas to various projects.
- Manage multiple projects simultaneously while meeting deadlines.

### Mid- Atlantic Digital and Social Media Intern

*alpha Kappa Delta Phi International Sorority, Inc.*

*January 2024- July 2024*

- revitalize sorority regional instagram page, increasing post frequency by 90% while creating a cohesive theme
- establish a regional competition that increased media engagement by 100%
- organize meetings and communication between 8 chapters from the region

## Education

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Virginia Commonwealth University

Bachelors in Fine Arts (Graphic Design), Minor in Marketing Insights

*August 2021 - May 2025*

- GPA: 4.0

## Key Skills

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- Adobe Creative Suite: Illustrator, Photoshop, InDesign, PremierePro
- Procreate, Canva, Bookbinding, Print
- HTML5, CSS, Javascript

## Organizations

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alpha Kappa Delta Phi International Sorority, Inc.

*Spring 2022 - Present*

Key Positions held: *President, Vice President of Operations, Fundraising, Webmistress, Public Relations*

Unified Greek Council

*Fall 2024 - Present*

Key Positions held: *Vice President*

## Awards

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

Outstanding Chapter President of the Year Award. *Virginia Commonwealth University (2024)*

Sophia Yen Scholarship (Active). *aKDPhi Foundation (2024)*

Mid-Atlantic I.R.I.S Spring 2024 Award. *alpha Kappa Delta Phi International Sorority, Inc. (2024)*

Leadership Development Award. *alpha Kappa Delta Phi International Sorority, Inc. (2024)*