

Kaylin Harvey

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Portfolio: <http://kaylinharvey.com>

Work Experience

Freelance Graphic Designer

Self-Employed - Richmond, VA

May 2020 to Present

- Working with clients to create posters, flyers, pamphlets, and logos.
- Brand identity
- Typography

Service Manager

Chipotle Mexican Grill - Richmond, VA

June 2019 to Present

- Managing a team, running shifts, managing breaks, interviewing, training
- Food safety leader by ensuring quality and safety of all food
- Opened and closed each position as a grill cook, prep, line, and cash
- Counting inventory and ordering trucks
- Maintaining cleanliness of restaurant
- Opening and closing the restaurant
- Cash handling
- Onboarding
- Holding manager meetings
- Assisting GM & Apprentice

Portrait & Pet Portrait Artist

Self-Employed - Mechanicsville, VA

February 2015 to Present

- Painting and drawing portraits and pet portraits for clients with photo references
- Oil on canvas, acrylics, charcoal, graphite, colored pencil

Assistant UI Designer

VCUarts Graphic Design Department - Richmond, VA

February 2022 to May 2022

- Worked with a small team to design the layout for the graphic design department's senior capstone website, "Ambrosia" <https://vcugdes-seniorshow.net>
- Used basic html/css/js to incorporate custom code to the Cargo website builder
- Delegated tasks and created a schedule with deadlines for the team of designers

- Collected information for each artist's and designer's landing page through Google Forms, and files from Google Drive
- Created set of instructions, file requirements, and specifications for file uploading and text descriptions
- Looked over all uploads and submitted information for errors and broken links and contacted individuals who had errors or missing information

Graphic Design Intern

Designed.co - Remote

January 2022 to March 2022

- Graphics testing on mobile and desktop
- Multitasking by working on multiple projects at once
- Reviewing designs and material to ensure all of clients requirements were met
- Virtual table discussions on current project progress and brainstorming ideas
- Researching and trying out current design trends
- Management of projects
- Emailing clients

Printmaker

Bowe House Press - Richmond, VA

August 2021 to December 2021

- Worked alongside a team of graphic designers and printmakers
- Designed, typeset, mixed ink, and handprinted printed posters, flyers, calendars, and zines
- Designed a month for the annual linocut/letterpress yearly calendar

Graphic Designer and Social Media Manager

Twitch Streamer xVaxmassacre - Richmond, VA

October 2017 to February 2021

- Designed logo and graphics for merchandise (t-shirts, hoodies, and sweatpants)
- Managed Instagram, YouTube, and Twitch accounts
- Created and designed the website, <https://www.xvaxmassacre.com>, using "Stream labs"
- Managed online store and updated merchandise items
- Scheduled live streaming
- Scheduled video postings

Virtual Oil Painting Instructor

Self-Employed - Mechanicsville, VA

July 2020 to July 2020

- Held a four week Zoom course called, "Oil Painting For Beginners" on oil painting techniques for beginners in the Tappahannock, Virginia area
- Taught eight students age range 40s-70s
- Each session was around two to three hours once a week for four weeks
- Students learned basic painting techniques such as how to prime a canvas, blending, when to use different brushes, how to choose the correct colors for different lighting effects and shadows, color wheel, oil vs acrylic paint, explaining the drying process
- Session 1- Introductions, color wheel, oil vs acrylic, priming canvases, practice blending by painting a simple landscape scene with a sky and clouds
- Session 2- Explaining different brushes and sizes, observational painting of a common household object, learning how to paint shadows

- Session 3- Painting flowers, explaining color theory, color schemes, attention to detail
- Session 4- Painting a portrait of each other, each student was paired up with another student, screenshot a photo of each other through Zoom, and sketched and painted a portrait combining techniques learned in the first three sessions

Presentation Design Intern

Virginia Commonwealth University - Richmond, VA

August 2019 to May 2020

- Put together presentations via Keynote, Google Slides, and PowerPoint for faculty presentations in the Graphic Design department
- Collected and organized information for presentations and wrote key speaking points
- Delivered presentations to faculty using Google Drive and Dropbox

Education

Bachelor's in Graphic Design

Virginia Commonwealth University - Richmond, VA

August 2018 to May 2022

Skills

- Kitchen Management Experience (3 years)
- Customer service (4 years)
- Graphic Design (5 years)
- Adobe InDesign (5 years)
- Typography (8 years)
- Final Cut Pro (6 years)
- Adobe Creative Suite
- Basic HTML, CSS, Javascript (2 years)
- Typesetting (1 year)
- Screen printing (2 years)
- Team management (3 years)
- Publication design (4 years)
- Adobe Illustrator (8 years)
- Adobe Photoshop (8 years)
- Time management (3 years)
- Web Design (2 years)
- Illustration (8 years)
- Invoices (8 years)
- GitHub (1 year)
- Photo editing (8 years)
- Figma (1 year)

- User Experience (UX) (5 years)
- Video Production (8 years)
- Layout Design (6 years)
- User Interface (UI) (5 years)
- Leadership (3 years)
- Inventory management (3 years)
- Branding (4 years)
- Social media management (4 years)
- Microsoft Suite (10+ years)
- Canva (1 year)
- Miro (1 year)
- Gimp (3 years)
- Procreate (2 years)
- Blender (Less than 1 year)
- Art direction (8 years)
- Sourcing (4 years)

Certifications and Licenses

ServSafe Food Protection Manager Certification

April 2020 to April 2025

Assessments

Verbal communication — Expert

January 2021

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Graphic design — Highly Proficient

January 2021

Using graphic design techniques and producing visual media to communicate concepts

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Highly Proficient

January 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Highly Proficient](#)

Social media — Highly Proficient

June 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Highly Proficient](#)

Verbal communication — Expert

September 2022

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.