

Maven Kavan

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*Portfolio:* <https://maventhemossgoblin.github.io/>

## Professional Skills

### Design & Technical

- Color theory
- Space Planning and programming
- Interior Architecture and development
- Natural light utilization and lighting design
- Universal Design and accessibility standards (ADA-informed)
- Sustainable and environmentally responsible design practices
- Anthropometrics and ergonomics
- Principles of biophilic design
- Building code awareness & life-safety considerations
- Design documentation and specification writing
- Data and pattern analysis
- Building codes and regulations
- Site analysis and presentation

### Visualization & Presentation

- Concept development and narrative building
- Conceptual, representational, and abstract design
- Mood boards and concept boards
- 2D design drawings (plans, sections, elevations)
- 3D Modeling (spatial massing, lighting studies, materials, finishes, & color)
- Client-facing presentations and design storytelling
- Visual hierarchy and spatial sequencing
- Design iteration based on feedback

### Project & Client Management

- Client needs assessment and programming interviews
- Budget-conscious design decision-making
- Design revisions and efficiency
- Cross-disciplinary collaboration

- Sustainability and eco-friendly design principles

## Work Experience

### Designer and Student Mentor

Syracuse University: Blackstone Launchpad - Syracuse NY

September 2024 - Present

- Worked with students to create business plans to help them achieve their goals
- Create graphic flyers and social media posts for upcoming events
- Attends Marketing meetings to discuss strategies for promoting the space and student engagement
- Greet new students that arrive at the launchpad and describe the resources available to them

### Interior Design Consultation

Home Works - Traverse City, MI

January 2024 - Present

- Modeled client rooms to visualize the final product
- Created floor plans with given dimensions
- Selected furniture based on client needs

### Freelancing Design Consultation

May 2021 - Present

- Assisting clients in branding
- Identify problems and opportunities, implement improvements
- Aligning design directions and systems with business goals

### Administrative Assistant

US ARMY - Korea

April 2016 - March 2018

- Answered and screened phone calls, emails, and other inquiries, directing them to the appropriate person or department
- Handled correspondence, memos, reports, and presentations with accuracy and attention to detail
- Maintained organized filing systems, both physical and electronic, ensuring easy retrieval of documents and information
- Handled confidential and sensitive information with discretion and professionalism

## Education

### Bachelors of Science Environmental and Interior Design

Syracuse University, In Progress

**Associates of Science in Graphic Design**

*Print Specialization*

Valencia College, Graduated 2018