

SERENA KATHLEEN J

w serenakathleen.com
e serenakathleendesigns@gmail.com
i @serenakathleendesigns

EXPERIENCE

JAN 2022 – PRESENT

EXECUTIVE PROJECT ASSISTANT

Yolanda Faye

Graphic design, design consulting, content creation, administrative support, and project management for a San Francisco-based entrepreneur and humanitarian.

FEB 2022 – JUN 2022

GRAPHIC DESIGN INTERN

Title IX Office

Multimedia design, branding, and communications support centered on consent, respect and solidarity throughout the USFCA community.

SKILLS

Graphic Design
Organization
Communication
Copywriting
Social Media Strategy
Photo Editing
Research
IT Support
Website Management
Calendar Management
Goal Management
Iconography

MAR 2022 – DEC 2022

GRAPHIC DESIGNER

Graphics Center

Order fulfillment and high quality graphic development as part of a student-run design firm.

SEP 2020 – JUN 2021

DESIGN AND SOCIAL MEDIA MARKETING INTERN

NAMI Multnomah

Logo creation and graphic design for evergreen digital and print usage across several care programs united under one cohesive brand.

SOFTWARE

Adobe Photoshop
Adobe Lightroom
Adobe Illustrator
Adobe InDesign
Adobe XD
Google Workspace
Microsoft Office
Apple Teacher Certified
Adobe Acrobat
HTML/CSS
Hootsuite
Metricool

FEB 2022 – DEC 2022

DIGITAL CONTENT MANAGER

Office of Sustainability

Content creation, content management, and program support for digital media platforms to ensure functionality and accessibility.

APR 2017 – JUN 2019

DIGITAL CONTENT CREATOR

Bridgeview Cash For Homes

Written material development including blogs, informational content, and marketing materials assisting a large home-selling company based in the Pacific Northwest.

EDUCATION

University of San Francisco
Design B.A. 2022
Summa Cum Laude