

Kate Kelly

Skills

Kate offers a comprehensive range of design services, including:

Design Services

- graphic design
- website creation and customization
- photo editing
- video/audio file editing
- social media account management

Technical Proficiencies

Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Premiere Pro, XD, Figma, HTML/CSS, WordPress, Microsoft 365, Google Suite

Education

Associate in Applied Science

Advertising & Graphic Design
Wake Tech Community College

Associate of Arts

Psychology
Indian Hills Community College

Certificates

Advanced Graphic Design
Design Portfolio
Design Basics
Graphic Design
Web and Graphic Design



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katekelly.info

Profile

Kate Kelly is a dynamic freelance graphic designer and virtual assistant known for her high-energy, creative approach to professional services.

Experience

Virtual Assistant | 2007 - Present

ExecAssist, LLC

graphic design, create and customize websites, edit photos/videos/audio, manage social media, coordinate contact lists, create and schedule e-zines/newsletters, manage calendars, create/confirm travel arrangements

Office Manager/Virtual Assistant | 2005 - 2015

Dialogue Resource, LLC

responsible for general administrative tasks, created proposals, presentations, and reports, planned events, performed bookkeeping tasks (invoicing clients, processing checks & bills received), maintained contact lists, transcribed research group audios/videos, processed results and reported statistics, created and customized a new website, managed calendars, coordinated meetings at research facilities/hotels, created/confirmed travel arrangements

Administrative Assistant | 2003 - 2005

Citizens for Patients' Rights

responsible for general administrative tasks, created grant proposals, applied and received 501(c)(3) status, graphic design, planned events, coordinated meetings, attended medical and health-related conferences, coordinated