

# Keairis S. Michie

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## PROFILE

Seeking a secure position in a growing, innovative, and upbeat company where my proficiency and experience can be used to achieve the goals of the organization while enhancing my skills to fulfill my future endeavors.

## EXPERIENCE

### **Founder, Freelancer and Consultant | K.Shae Designs** 1/2015-Current

Dealing with clients everyday to meet their design needs. Video promotion and Creative direction and management for projects.

### **Front Lines Associate/ Social Media, General Assembly**, Washington, DC - 10/2017- Current

Greeting everyone who walks through the door and acting as brand ambassador for GA. Checking in students/ guests for classes and events. Setting up arranging rooms for classes and space for events. Troubleshooting AV/technical issues that arise. Working with students and employees to find solutions to all problems. Mange and scheduling social media post for events on calendar.

### **Senior Graphic Designer, Priority 1 Signs Inc.**, Pompano Beach, FL - 5/2017- 10/2017

Responsible for developing creative concepts and executing designs across multiple digital and print platforms. Created strategic and inspiring design work from concept to completion. Take overall responsibility for all on and offline work produced for all clients, including email templates, banners, brochures, leaflets and permit mock-ups. Ensure all design work produced to promote the agency is on-brand and meets the brand guidelines. Worked with account managers and business development teams to create design and branding material for client pitches and permitting.

### **Contract Graphic Designer, Custom Mosaics Inc.**, Miami, FL - 3/2017- 5/2017

Establishing and implementing brand with while developing brand guidelines. Designing website while updating catalog with new products according to brand.

### **Operations Assistant, Brand Designer, Receptionist | Venture Hive, Miami, FL -** 9/2014-11/2015

Designed logos and flyers for MEDO Miami. Engaged in video and content editing for Accelerator Program. Designed Templates using Keynote, InDesign, and Pages. Managed events for Accelerator and Incubator programs. Managed a group of 20 students for Tech CEO Internship Program. Coordinated Events with Project Coordinator. Answered and/ or screened all incoming calls at front desk. Collected payment for billing and invoicing during events. Branded most new Start Ups within Venture Hive.

### **Social Media Marketing Manager | Cafeina Lynwood Lounge Miami,FL**

1/2014-8/2014

Managed all Social Media Sites using Hoot suite. Set Up and maintained cost per click banner advertising. Managed all web traffic with Google Analytics. Designed, maintained, and upgraded all e-commerce websites to generate more traffic while integrating all designs to help UI. Created and managed email campaigns to optimize ROI and fuel revenue growth for lounge. Worked with bar manager to create specials to increase revenue growth and customers. Developed plans and solutions for all projects working closely with bar manager for art gallery.

### **Customer Support/ Graphic Designer | Sky Bank Financial, Miami,FL**

1/2014-8/2014

Scheduled Calendar Events for CEO. Organized database for quick access to files. Answered and/or screened all incoming calls. Management of accounts and records. Creation of flyers, business cards, and brochures for staff and marketing. Responsible for inventory and equipment list. Sending emails to clients regarding account. Created brand specific SOP training manuals for incoming employees. Monitored outside sales agents. Managed financial operations alongside the Account Manager. Assisted in the development and design on the corporate office alongside the CEO.

### **Administrative Assistant/ Graphic Designer, OPERA Group, LLC, Miami, FL -**

2013-2014

Managed upcoming graphic design department. Created ads, business cards, corporate IDs, and logo design for company. Arranging appointments and scheduling events on calendar according to Executive Assistant schedule. Responsible for all office inventory and procedures. Responsible for greeting clientele and clerical work. Assisted with translation from Spanish to English for Spanish speaking clients. Responsible for maintaining a professional, comfortable, and client ready office environment.

### **Receptionist/ Personal Assistant | Meke Consulting, Silver Spring, MD -**

2009-2011

Planned appointments and meetings for President. Emailed important and private information to clientele. Created Power Points for meetings and special events. Entered data using Excel.

## **EDUCATION | Barry University – 2013, Bachelor's of Fine Art**

## **SKILLS**

Strong customer service skills, Computer Literate (**PC & Mac**), Comprehensive knowledge in technology and social media platforms, Strong knowledge in Microsoft Office applications: **MS Word, MS PowerPoint, MS Excel, Adobe Acrobat, QuickBooks (entry level)**. Knowledge in **WordPress, SquareSpace, Tumblr, Instagram, Twitter, LinkedIn, Shopify** Adobe Creative Suite: **Illustrator, Photoshop, InDesign, Dreamweaver, Premiere Pro, Light Room, iMovie, Video Maker, After Effects, Adobe CC**. Knowledgeable with **Sales Force, CorelDraw, MSC, MSO, Google Drive**, Knowledge with print production and color separations, Organization Skills, Strong communication skills and phone etiquette, Punctual and extremely detail oriented, Time Management skills, Management Skills, Powerpoint and Keynote Design and Decks, CMS experience , Self Starter and Attentive, Highly Motivated, **Fluent in English and Spanish**