



KHETTIE DOVE
DESIGNS

MY SKILLS

Adobe Creative Cloud

- Illustrator
- InDesign
- Photoshop
- Lightroom
- Dimension

Microsoft Office 365

- Excel
- Word
- PowerPoint
- Outlook

Intuit

- QuickBooks

CONTACT

Primary Contact:

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Mobile:

(704)224-4350

Portfolio:

www.khettiedovedesigns.com



EXPERIENCE

INTEGREON MANAGED SOLUTIONS | PRESENTATION SPECIALIST

Feb. 2025 – Present

An outsourcing group that provides legal and design services to global consultants

Core responsibilities:

- Develop visually compelling PowerPoint presentations that adhere to client specifications and brand guidelines
- Optimize slides for formatting and design, ensuring consistency

ROWAN-CABARRUS COMMUNITY COLLEGE | ADJUNCT INSTRUCTOR - GRAPHIC DESIGN

Aug. 2024 – Present

An educational institution with campuses in Rowan and Cabarrus counties

Core responsibilities:

- Teach undergraduate courses; designed lesson plans and assessments aligned with institutional standards
- Delivers engaging lectures and facilitate class discussions in-person and/or online
- Provides academic support through office hours, feedback, and one-on-one mentoring
- Collaborated with department faculty to maintain curriculum consistency and meet accreditation requirements
- Integrated technology (e.g., LMS, virtual labs) to enhance learning outcomes

SCOTT CARPENTER DESIGNS LLC | DESIGN & ADMINISTRATIVE ASSISTANT

Feb. 2018 – Feb. 2025

Interior design company with a residential and commercial focus primarily in Charlotte, NC

Core responsibilities:

- Fabric and Furniture Inventory Preparation
- Client-Furniture Presentations - PowerPoint
- Contractor and Vendor Relations - Establishment and Maintenance
- Purchase Order Data Entry - Excel and QuickBooks



EDUCATION

ROWAN-CABARRUS COMMUNITY COLLEGE | AAS IN ADVERTISING & GRAPHIC DESIGN

Mar. 2018 - Dec. 2023

HIGH SCHOOL DIPLOMA | PENN FOSTER (ONLINE)

Oct. 2017 - Dec. 2017