

# Khettie Chanthaheuang

Graphic Designer & Admin Support



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## Professional Summary

Pursuing full-time role that presents professional challenges and leverages interpersonal skills, effective time management, and problem-solving expertise.

## Education

### Associate of Applied Science - Advertising & Graphic Design

Dec 2023  
Rowan-Cabarrus Community College

### High School Diploma

Dec 2017  
Penn Foster High School (Online Learning)

## Key Skills

Photoshop

Illustrator

InDesign

Excel

Word

PowerPoint

Outlook

OneDrive

SharePoint

QuickBooks

## Work History

### Presentation Specialist - Integreon Managed Solutions

Feb 2025 - Present

- Crafted visually engaging PowerPoint presentations that aligned with client specifications and brand guidelines.
- Enhanced slide formatting and design to ensure visual consistency across presentations.
- Applied advanced PowerPoint knowledge to create tailored templates and layouts for enhanced presentation effectiveness.

### Adjunct Instructor (Graphic Design) - Rowan-Cabarrus Community College

Aug 2024 - Dec 2025

- 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

### Data Entry Intern - Vassallo Design Management

Jul 2021 - Feb 2025

- Entered and updated data accurately in project management software.
- Created Excel spreadsheets for more efficient recordkeeping.
- Managed and organized documents for data entry tasks.
- Maintained files, records, and chronologies of entry activities.
- Scanned documents and saved in database to keep records of essential organizational information.

### Design & Administrative Assistant - Scott Carpenter Designs

Feb 2018 - Feb 2025

- Assisted interior designer in all aspects of project management, including client meetings, site visits, and design presentations
- Managed project documentation such as purchase orders, invoices, and vendor contracts
- Provided administrative support such as scheduling appointments and managing correspondence with clients/vendors/contractors/etc
- Coordinated with contractors and suppliers to ensure timely delivery of materials and adherence to project timelines
- Assisted in sourcing furniture, fixtures, finishes, and accessories that align with the designer's vision and budget
- Maintained a library of samples for fabrics, wallpapers, flooring options, paint colors, etc.
- Conducted site visits during construction/renovation phases to ensure design specifications are being met