



KHETTIE DOVE DESIGNS

MY SKILLS

Adobe Creative Cloud

- Illustrator
- InDesign
- Photoshop
- Lightroom
- Fresco
- Dimension

Microsoft Office 365

- Excel
- Word
- PowerPoint
- Outlook

Intuit

- QuickBooks

CONTACT

Primary Contact:

khettiedove@gmail.com

Mobile:

(704) 224-4350

Portfolio:

www.khettiedovedesigns.com



ABOUT ME

For my personal brand, I aim for "simple, consistent, precise" designs. I value consistency in my designs, using lines and shapes to convey logos, design elements or page layouts. I value precision in designs because I expect the same clean results as my clients. As for simplicity, I believe less is more when creating a design and understanding how people will perceive it. A complicated design is subjective, whereas a simple design is objective – I learned this after years of trial and error when creating designs.



EXPERIENCE

SCOTT CARPENTER DESIGNS LLC | DESIGN & ADMINISTRATIVE ASSISTANT

Feb. 2018 – Present

Scott Carpenter Designs, an interior design company with a residential and restaurant focus.

Core responsibilities:

- Fabric and furniture inventory prep
- Client-furniture presentations - PowerPoint
- Contractor and vendor relations - Establishing & maintaining
- Purchase order data entry - Excel and QuickBooks

LIFETOUCH NATIONAL SCHOOL STUDIOS INC. | PHOTOGRAPHER & DRESS COORDINATOR

Jul. 2016 - Feb. 2018

Company specializing in K-12 school photo services: graduations, sports, prom, and yearbook.

Core responsibilities:

- Seasonal photographer for yearbook pictures at public and private schools
- Two state territory: North Carolina and South Carolina
- Costumer for senior photos during summer seasons with a 3-4-person team
- Reshoot photographer – Solo



EDUCATION

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

Mar. 2018 - Dec. 2023

HIGH SCHOOL DIPLOMA | PENN FOSTER (ONLINE)

Oct. 2017 - Dec. 2017