

Kimberly Whitfield

kwhitfield@protonmail.com

919-758-6274

I am looking for a position that will utilize my amazing creativity, talent, and problem solving skills. As an Artist I have freelanced as well as worked in a number of industries gaining valuable design experience. I am very capable of learning fast and performing at the highest level without supervision. Now I am looking for a company that I can call 'home' and a career with growth opportunities.

Relevant Skills:

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|-----------------------|----------------------|----------------------|---------------------------|
| ❖ Digital Design | ❖ Branding | ❖ Marketing Material | ❖ Wholesale & Retail |
| ❖ Print Design | ❖ Freehand Lettering | ❖ Administration | ❖ Small Scale Purchasing |
| ❖ Technical Drawing | ❖ Freehand Drawing | ❖ Customer Service | ❖ Art & Material Handling |
| ❖ Product Photography | ❖ Artistic Painting | ❖ Administrative | ❖ Sculpting |
| ❖ Signage | ❖ Artistic Pieces | ❖ Problem Solver | ❖ Floral Design |
| | | | ❖ Custom Picture Framing |

Education:

- Pitt Community College, 2008-2010 – Associates Degree in Arts
- East Carolina University, 2010-2014 – Pedagogy (90% completed toward BA)

Certificates:

- California Institute of the Arts, 2022 – Fundamentals of Graphic Design
- California Institute of the Arts, 2022 – Introduction to Typography
- Framer's Gallery Custom Framing, 2006 – Counter and Design Specialist
- Framer's Gallery Custom Framing, 2006 – Framing Manager
- Framer's Gallery Custom Framing, 2006 – Production Specialist

Computer Skills:

Adobe Suite

- ❖ Adobe Photoshop
- ❖ Adobe Illustrator
- ❖ Adobe InDesign
- ❖ Cloud

Microsoft Office Suite

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Microsoft Drive

Google's G Suite

- ❖ Google Drive
- ❖ Docs
- ❖ Forms
- ❖ Gmail

Other Graphics Software

- ❖ ArcSoft Photo Imression
- ❖ Prezi
- ❖ GIMP
- ❖ Paint Shop Pro

Operating Systems

- ❖ Windows OS
- ❖ Apple OS
- ❖ Chrome OS

Social Platforms & Misc.

- ❖ Facebook
- ❖ Twitter
- ❖ LinkedIn
- ❖ Go Daddy

Relevant Work Experience:

2022 – 2023, Frame & Art Shop, Raleigh NC

- Worked with customers on design
- Responsible for the safekeep & cleanliness of customer's artwork
- Handled money and credit card transactions
- Cut glass & foamboard on a fletcher
- Worked dry mount press
- Configured and calculated measurements with a high degree of accuracy
- Hung and mounted art work
- Fixed frames including but not limited to painting, putting and some restoration
- Open/closed shop and on many days ran it completely solo
- Framing experience with: shadowboxes, cross-stitch, agricultural feeding bags, stretching canvases, dot art, floaters, posters, fine art works, etc.
- Worked with FullCalc software and Omega, Larson-Juhl and AMPF vendors from delivery to damaged reorders

2009, Manager, Framing Dept. at Michael's, Greenville NC

- Supervised team in framing department
- Provided framing services
- Operated all framing sectors
- Helped customers design their finished piece
- Placed customer orders
- Handled inventory

2001– 2003, Nighttime Supervisor Asst. Framing Department, Art.com , Raleigh NC

- Responsible for a team of 22 people in the framing dept.
- Created the Standard Operating Procedure Manual, 17 page manual, for the dry mount station
- Responsible for inventory
- Worked a commercial dry mount press, fletcher, V-nail/joiner and cut metal and wood frames

Entrepreneurial Work Experience Between 2000-2020:

2017– 2020, Owner & Operator of Chaotic Kym, Raleigh NC

- Freelance, Commissioned and Consignment graphic design, homemade jewelry and artwork
- Branding and Marketing Materials (Logos, Business Cards, Web Art, Banners)
- Vending at shows and the Raleigh Fair Grounds
- My product line includes but not limited to:
 - ◇ Acrylic pour paintings
 - ◇ Original and commissioned sculptures and paintings
 - ◇ Tribal freelance lettering and drawings
 - ◇ Magnets: Sculpted, molded, cast, painted and sealed
 - ◇ Light switch covers painted with alcohol ink and sealed
 - ◇ Handcrafted earrings, bracelets and necklaces: assembled pieces
 - ◇ Handmade earrings and pendants: sculpted, molded, cast, painted, sealed, assembled
 - ◇ Hand-painted Christmas ornaments

Owner and Operator of Kym's Kreations (registered business), Greenville & Raleigh NC

- Created commissioned, consignment & retail/wholesale artwork designs including but not limited to:
 - ❖ Wall sculpture piece for Mazatlán Family Mexican Restaurant in Greenville N.C.
 - ❖ Designed fliers promoting raves for Sasha's Cafe in Taxco, Mexico
 - ❖ Created, printed, and bulk mailed out Brown and Woods' customer newsletter to almost 5000 new and previous customers in Greenville N.C

Owner and Operator of Three Silver Sisters LLC

- Designed and sold individual jewelry mockups for production, wholesaled and retailed for client
- Vending at shows & flea markets around eastern N.C. and Florida
- Cold called and sold wholesale to retailers around N.C. and Florida
- Purchasing
- Designing pieces for clients
- Travel back and forth to Taxco Mexico for silver merchandise and production of my designs

Other Art Work Experiences:

Hallier Studios, Boone NC

- Assisted with sculpting multiple pieces including a 4-person piece for the Colorado headquarters of the U.S. Olympic training facility
- Vending representative for the studio at high-end Fine Art shows

Rubbermaid (Formally Empire Brushes), Greenville NC

- Graphic design including designing corrugated cardboard displays for retail
- Designed freehand technical art and clip art for printed catalogs
- Made material handling and packaging blueprints
- Designed brochures
- Designed promotional display mockups



(one of my wall pieces)