

## Professional Portfolio: <https://kacremerdesigns.com/>

### Summary

Creative and detail-oriented Graphic Designer & Digital Communications Specialist with a strong foundation in visual design, web management, and branding. Skilled in developing engaging content, managing complex web projects, and collaborating across departments to enhance digital experiences. Passionate about design, problem-solving, and continuous learning in the field.

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### Technical Skills

- **Graphic Design:** Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom, XD), Canva Pro
- **Web & UI Design:** WordPress, WIX, Elementor Pro, Zen Web Builder
- **AI & Productivity:** ChatGPT, Google Gemini, Microsoft Copilot, Perplexity, Claude, Elicit
- **Project Management & Communication:** Smartsheet, Qualtrics, Office 365 (Word, PowerPoint, Excel, Teams), Zoom & Zoom Events
- **Photography:** Photography & Photo Editing

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### Experience

**Saint Leo University** | Saint Leo, FL

#### **Digital Communications Project Manager** (January 2024 – Present)

- Led the design, development, and migration of a 300+ page department website to a new platform, handling layout, design, and banners in collaboration with one other team member to meet a tight deadline.
- Oversaw the creation and maintenance of department-wide communication systems, including a university calendar and email system, ensuring timely and accurate dissemination of event information, images, and verbiage.
- Managed and coordinated the department's annual report (25+ pages) from gathering content to layout, design, and production, delivering a comprehensive report for VP and board members since 2021.
- Designed and managed multiple departmental websites, including the Simulations Team and Learning Design Team websites, ensuring cohesive branding and user-friendly navigation.
- Developed branded marketing materials, including flyers, brochures, digital graphics, and presentations.
- Designed and implemented dynamic sliding banners on the CTLE website to highlight events and announcements.
- Set up and designed the biannual Faculty Development Day event on Zoom Events, ensuring cohesive branding and event success.
- Set up and assisted another department with an event in Zoom Events, ensuring seamless event coordination and branding.
- Captured and edited event photography for marketing, promotion, and documentation.

**Saint Leo University | Saint Leo, FL****Graphic Artist & Administrative Assistant (2015 – January 2024)**

- Played a key role in rebranding and maintaining the department's visual identity through marketing materials, digital graphics, and logos.
- Assisted in website design, content updates, and supporting department initiatives with engaging visuals and design.
- Created high-quality PowerPoint presentations for faculty and staff training sessions.
- Designed promotional materials, including social media graphics, posters, and digital signage.
- Provided administrative support, managing schedules, budgets, and interdepartmental communications.
- Customized Smartsheets to streamline department workflows.

**Prior Career****Certified Oral & Maxillofacial Surgery Assistant** – Extensive background in healthcare, patient photography, and 3D imaging software training.

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**Education****B.A. in Graphic Design & Media** – Southern New Hampshire University**A.A. in Arts** – Saint Leo University**Certifications & Additional Experience****Certified Dental Assistant****Certified Oral & Maxillofacial Surgery Assistant****Certified Dental X-ray Technician****Certified Oral Maxillofacial Surgery Office Anesthesia Assistant****ACLS Certified** (Certified for 10 years)**Certified to Assist Surgery in Hospitals and Surgical Centers****HIPAA & OSHA Compliance, ICD-10 Coding Course, CPR Certified** (Most Recent: 2016)