



H. KIRKLAND ALFORD

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PORTFOLIO: hkalford.com

[assets]

- Excellent written and verbal communication skills
- Keen eye for aesthetics and attention to detail
- Able to work methodically, prioritize, and meet deadlines
- Works well independently and as part of a team
- Hard-working, learns quickly, and adapts readily
- Uses criticism constructively to deliver the best design solution

[skills]

ADOBE CREATIVE SUITE



MICROSOFT OFFICE



DIGITAL PHOTOGRAPHY



WEB DEVELOPMENT



MUSIC COMPOSITION



[education]

AMERICAN INSTITUTE of GRAPHIC ARTS
AIGA Data Analytics Certificate

SOUTHERN NEW HAMPSHIRE UNIVERSITY
B.A., Graphic Design and Media Arts
[with Web Design concentraton]
Manchester, NH

Jun 2021 - Present

Dec 2020 - Jul 2021

Jan 2018 - Present

Aug 2015 - Dec 2019

Apr 2007 - Aug 2008

INDIANA UNIVERSITY
Undergraduate Coursework
College of Arts and Sciences
Bloomington, IN

[experience]

May 2023

Mar 2020 - Mar 2023

ADMIN and WEB DESIGNER
TuttoCases.com Fishers, IN

- Design and update ecommerce Web site
- Process orders
- Bookkeeping

RETAIL MERCHANDISER
Driveline Retail Indianapolis, IN

- Set products, prices, and shelving per planograms
- Audited products and inventory
- Installed new fixtures and displays

CONTRACT TECHNICAL WRITER
Precisely Write, Inc. Indianapolis, IN

- Write technical support documentation, end-user manuals, etc.
- Layout content

HOUSE MANAGER / PERSONAL ASSISTANT
Self-Employed Carmel, IN

- Cleaned, performed light maintenance and repairs
- Coordinated services with mainenance and repair vendors
- Maintained personal and business accounts, paid bills
- Ran household errands
- Helped set up for special events

EXECUTIVE ADMINISTRATIVE ASSISTANT
Masco Design Solutions Carmel, IN

- Provided administrative support to the Creative Director and design staff
- Assisted the Project, Business, and Sales Managers
- Created multimedia presentations for meetings, tradeshow, and events
- Designed electronic and print newsletters and marketing materials
- Maintained company website

Aug 1992 - Jun 1994