



KAVYA TIWARI

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JOB EXPERIENCE

The School of the Art Institute of Chicago (2018-):

Production Editor, Admissions Enrollment Marketing

- Keep all file versions organized and labeled according to preset process file-naming standards
- Adhere to brand standards, using approved fonts, logos, and protocols defined in SAIC brand guidelines. Responsible for quality control in this area.
- Responsible for multiple rounds of revisions to files based on input from the Associate Director, Editor and various internal clients.
- Troubleshoot graphic and photo reproduction process for problematic graphics, and unexpected challenges prior to release of files.

Comfort Station (2018-): *Marketing Coordinator*

- Social media and website management
- Program direction assisting
- Edit and create educational and marketing materials, including posters, advertisements, and social media content
- Client and donor communications assistant
- Research and copywrite newsletters, booklets, and client-specific publications.

Chicago Artists Coalition (2017-2018):

Education and Communications Assistant

- Education planning and content generation of lesson plans and curriculum for arts education programs
- General graphic design, social media and web-based marketing
- Assisting with workshops, lectures, and projects
- Client and donor communication coordination
- Docent and gallery attendant

INTERNSHIPS

Patron Gallery (2017-2018): *Communications Assistant*

- Web-based graphic design
- Social media marketing, website management
- Digital accounting and copywriting
- Installing and art handling

I am a fine artist, ex-scientist, and passionate communicator from Chicago. I work in printmaking, drawing, and installation. My experience lies in marketing and communications.

EDUCATION

Bachelor's Degree: *Loyola University Chicago* (2014-2018)

Major in Studio Art with emphasis on Drawing and Painting and Design

Minor in Biology with emphasis in Ecology

AWARDS

- Merit Scholar
- Dean's List Recipient
- Damen Scholar
- Jean Unsworth Scholar
- Parie State Achievement Award
- Illinois State Scholar Award



Ralph Arnold Gallery (2016-2018):

Social Media and Advertising Assistant

- Department of Fine and Performing Arts liaison and communications management
- Editing and creating advertising and promotional materials
- Artwork installation and artwork handling
- General fabrication and maintenance for gallery environment
- Reception management

EC Innovations (2016-2017): *Illustrator / Marketing Assistant*

- Designing logos, color schemes, graphics, and promotional material for translation and localization company
- Social media marketing and website management
- Researching and copywriting of material, including advertisements and client data
- Creative force behind data decks, infographics, and advertisement

OTHER JOB EXPERIENCE

Nutricio LLC (2015-2016): *Freelance Illustrator / Copywriter*

- Designing logo, color schemes, business cards, app graphics, and promotional material for startup nutrition company
- Head designer and creative force behind all company data decks, infographics, and advertisement
- Attended Chicago's Techweek symposium as graphic design representative
- Researching and copywriting of medical and historical data

Petite Picasso's (2011-2012): *Art Camp Counselor*

- Teaching children ages 4-12 art history and culture
- Organizing art projects and community shows
- Curated public show for the Naperville Mayor's office

OTHER SKILLS

- Experience curating and installing artwork
- Advanced skills with **Adobe suite (Photoshop etc.), Flash, Drupal, MailChimp, t4, GalleryManager, Word suite, Corel, Wordpress, and Microsoft Suite**
- Office and database experience
- Strong research background and writing skills
- Strong marketing and social media marketing experience

References available upon request