

Kaylin Harvey

Mechanicsville, VA 23111
harveykaylin1@gmail.com
+1 804 955 7932

Work Experience

Service Manager

Chipotle Mexican Grill - Richmond, VA
November 2021 to Present

- Managing a team, running shifts, managing breaks, interviewing, training
- Food safety leader by ensuring quality and safety of all food
- Opened and closed each position as a grill cook, prep, line, and cash
- Counting inventory and ordering trucks
- Maintaining cleanliness of restaurant
- Opening and closing the restaurant
- Cash handling
- Holding manager meetings
- Assisting GM & Apprentice

Freelance Graphic Designer

Self-Employed - Richmond, VA
May 2020 to Present

- Working with clients to create posters, flyers, pamphlets, and logos.
- Brand identity
- Typography

Portrait & Pet Portrait Artist

Self-Employed - Mechanicsville, VA
February 2015 to Present

- Painting and drawing portraits and pet portraits for clients with photo references
- Media used: oil on canvas, acrylics, charcoal, graphite, colored pencil

Service Manager

Chipotle Mexican Grill - Mechanicsville, VA
June 2019 to July 2021

- Managing a team, running shifts, managing breaks, interviewing, training
- Food safety leader by ensuring quality and safety of all food
- Opened and closed each position as a grill cook, prep, line, and cash
- Counting inventory and ordering trucks
- Maintaining cleanliness of restaurant
- Opening and closing the restaurant
- Cash handling
- Holding manager meetings

- Assisting GM & Apprentice

Education

Bachelor's in Graphic Design

Virginia Commonwealth University - Richmond, VA
August 2018 to May 2022

High school diploma

Mechanicville High School - Mechanicsville, VA
September 2014 to June 2018

Skills

- Kitchen Management Experience (3 years)
- Customer service (3 years)
- Graphic Design (5 years)
- Adobe InDesign (5 years)
- Typography (8 years)
- Final Cut Pro (6 years)
- Adobe Creative Suite
- Basic HTML, CSS, Javascript (2 years)
- Typesetting (1 year)
- Screen printing (2 years)
- Team management (3 years)
- Publication design (4 years)
- Adobe Illustrator (8 years)
- Adobe Photoshop (8 years)
- Time management (3 years)
- Web Design (2 years)
- Illustration (8 years)
- Invoices (8 years)
- GitHub (1 year)
- Photo editing (8 years)
- Figma (1 year)
- User Experience (UX) (1 year)
- Video Production (8 years)
- Layout Design (6 years)
- User Interface (UI) (1 year)
- Leadership (3 years)
- Inventory management (3 years)

- Branding (1 year)
- Social media marketing (1 year)
- Microsoft Suite (10+ years)
- Canva (1 year)
- Miro (1 year)
- Gimp (3 years)
- Procreate (2 years)
- Blender (Less than 1 year)

Certifications and Licenses

ServSafe Food Protection Manager Certification

April 2020 to April 2025

Assessments

Verbal communication — Expert

January 2021

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Graphic design — Highly Proficient

January 2021

Using graphic design techniques and producing visual media to communicate concepts

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Highly Proficient

January 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Highly Proficient](#)

Social media — Highly Proficient

June 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.