

Kai Newquist

kainewquist@gmail.com

(925) 305-5082

WORK EXPERIENCE

Creative Design and Production, ElleV Manufacturing House, Oakland, CA June 2022-Feb 2023

- Kept in-house and client projects on-track through project management software Smartsheets
- Maintained entirety of the workshop, including cleaning, organizing, and ordering supplies.
- Handled, processed, and organized one of a kind client artworks for resin mass-production

Fine Arts Office Assistant, California College of the Arts, Oakland, CA Oct 2019-May 2022

- Collected and collated data in Google Docs and Excel to streamline major projects
- Created graphic design and marketing materials such as posters, flyers, and social media posts
- Managed multiple projects simultaneously with limited supervision using Asana

Summer Intern, Galileo Learning, Orinda, CA Jun-Aug 2019

- Performed setup, breakdown, organization, and beautification of summer camp location
- Interacted with children and adults in professional and appropriate context
- Executed camp duties semi-independently based off daily, weekly, and monthly schedule requirements, including cleaning, filing, and activity preparation

Owner & Designer, Art Business "iiaak", SF Bay Area, CA July 2018-Present

- Design art prints & merchandise inspired by current pop culture icons for online art store "iiaak"
- Manage social media presence & organize business documents, including finances and permits
- Attend live events to promote and sell merchandise, optimizing design and transport of table display purpose-built to highlight brand identity

Student Assistant, Center of Community Engagement CSUEB, Hayward, CA Sept-Nov 2018

- Interviewed alumni by phone and email for use in publication materials
- Managed social media presence, used graphic design to create outreach and informational materials
- Completed event photography, then uploaded and organized photos for organization use

SPECIAL PROJECT

Jackie Winnow Lending Library, Women's Cancer Resource Center, Berkely, CA May 2019

- Alphabetized and organized by subject the entirety of the lending library
- Built a maintainable Excel sheet listing all the library's books, including check out & check in capabilities
- Wrote an instruction document for all volunteers to be able to understand and use the sheet

EDUCATION

Bachelor of Fine Arts (BFA) in Animation, California College of the Arts, Graduated: May 2022

SKILLS

- Organization, Data Entry, Professional Writing and Communication, Time Management, Multitasking
- Software: Google Suite, Asana, Smartsheets, PowerPoint, Excel, Photoshop, Illustrator, InDesign

HONORS & AWARDS

Creative Achievement Award at California College of the Arts (2019, 2020, 2022)

Annieglass Scholarship at California College of the Arts (2020, 2021)