

Kylee Gettis

Web & Graphic Designer | Creative Project Manager

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SUMMARY

Web & Graphic Designer and Creative Project Manager with 10 years of experience across branding, graphic design, web design, print and digital communications, and creative project management. Experienced in leading client projects from initial discovery and concept development through design, production, launch, and ongoing support. Combines hands-on creative expertise with client relationship management, project coordination, creative direction, and problem solving. Skilled in developing cohesive visual experiences across brand identities, websites, print materials, marketing collateral, and digital platforms.

CORE SKILLS

Graphic Design | Web Design | Brand Development | Creative Project Management | Creative Direction | Print & Digital Design | Logo Design | Visual Communication | Client Relationship Management | Project Coordination | Team Collaboration | Workflow Management | Website Production | Website Maintenance | Prepress & Print Production

WORK EXPERIENCE

BLOQS / Church Web Works | Renton, WA

Creative Project Manager & Lead Designer | 2023–2026

- Led creative projects from initial discovery and concept development through branding, design, revisions, website production, launch, and ongoing support.
- Managed client relationships, project communication, timelines, priorities, feedback, revisions, and deliverables across multiple concurrent projects.
- Developed complete brand identities from the ground up, including logos, typography, color systems, brand guidelines, and supporting visual materials.
- Designed print and digital marketing materials, including flyers, social media graphics, promotional assets, website graphics, and branded collateral.
- Designed and built websites for both newly developed and established brands while maintaining cohesive visual standards across digital platforms.
- Provided creative direction and coordinated internal workflows while remaining directly involved in hands-on graphic and web design.
- Trained and supported clients in website management, content updates, and ongoing site administration.

Graphic & Web Designer | 2019–2023

- Designed and produced client websites, logos, visual identities, print collateral, promotional materials, and digital graphics under the direction of the lead designer.

- Worked with established brands as well as clients requiring complete visual identities developed from the ground up.
- Translated client goals and creative direction into cohesive website layouts, graphics, and branded materials.
- Built, maintained, and updated client websites, including content, imagery, layouts, graphics, and functionality.
- Managed revisions and creative production across multiple client projects while maintaining attention to detail, brand consistency, and established deadlines.
- Collaborated with the lead designer and internal team while progressively taking on greater creative and project responsibility.

Ivie & Associates | Bellevue, WA

Production Artist, 2018 - 2019

- Produced high-volume print and digital advertising, store signage, promotional materials, and seasonal assets for Albertsons and Safeway brands while maintaining established brand standards.
- Managed simultaneous design, revision, proofing, and production deadlines in a fast-paced creative environment while ensuring accuracy and consistency across deliverables.
- Developed in-store signage templates that streamlined production workflows and increased efficiency by 50%.

TrojanLitho | Renton, WA

Prepress / Pre-Order Review, 2016 - 2018

Graphic & Print Designer (interim), 2018

- Reviewed, troubleshoot, and prepared 30–45 client packaging files per day for print production, ensuring accurate artwork, dielines, fonts, imagery, barcodes, and production specifications.
- Collaborated with customer service, managers, and clients to resolve artwork issues, communicate project requirements, and provide creative input for packaging design and brand consistency.
- Developed a standardized artwork processing procedure that reduced production delays and increased efficiency by 90%, while supporting packaging design, mockups, and 3D renderings.

SOFTWARE

Adobe Creative Suite: Illustrator | InDesign | Photoshop | Acrobat | Lightroom

Additional Tools: Google Workspace | Microsoft Office | Wix | Canva

EDUCATION

Bachelor of Technology in Applied Design | 2017

Lake Washington Institute of Technology | Kirkland, WA

Multimedia Design & Production, AAS | 2015

Lake Washington Institute of Technology | Kirkland, WA

CERTIFICATES

Digital Publishing | 2015

Web & Mobile Design | 2015