

Kayleen Dolan

(570) 407-2918 📞

Avoca, PA 🏠

dolankay23@gmail.com ✉️

linkedin.com/in/kayleendolan in

kayleendolan.com 🌐

Education

Lehigh University **2022 - 2026**

Bethlehem, PA

Bachelor of Art, Double Major: Studio Art & Design with a focus in Graphic Design

GPA: 3.61

Honors: Dean's List Fall 2022, Fall 2023, Spring 2024, Fall 2024, Spring 2025, Fall 2025

Skills

Technical Skills:

- **Graphic Design** – Photoshop, InDesign, Illustrator, Canva, Procreate
- **Photography** – Lightroom, Bridge
- **Web Design** – Squarespace, Wix, Figma
- **Digital Communication** – Social Media Platforms, Newsletters
- **Office Software** – Google Suite, Microsoft Suite

Soft Skills:

- Leadership
- Communication
- Event Planning
- Conflict-Resolution
- Active Listening
- Adaptability
- Community Building

Work Experience

Campus Safety Ambassador

August 2025 – Present

Lehigh University Police Department - Bethlehem PA

- Developed and designed student-centered social media content, digital graphics, and event photography to promote campus safety initiatives in collaboration with the Lehigh University Police Department.
- Collaborated with officers and university staff to communicate emergency preparedness information clearly and effectively across digital platforms, increasing student awareness and participation.
- Supported campus-wide safety programs by engaging directly with students at outreach events, including wellness and therapy dog initiatives, fostering a culture of trust and approachability.

Gryphon (Resident Assistant)

October 2023 – Present

Office of Residence Life - Lehigh University, Bethlehem PA

- Serve as the primary contact and support for campus residents, creating a welcoming and inclusive community. Provide guidance, resources, and assistance to help them navigate university life successfully.
- Plan and host events throughout the year, addressing the diverse interests and needs of residents. These range from social gatherings to educational workshops, enriching campus life.
- Develop key leadership skills, including active listening, effective communication, and conflict resolution. Foster a supportive environment by mediating disputes and guiding peers.

NeuroSalon Fellow

June 2024 – August 2025

Office of Creative Inquiry - Lehigh University, Bethlehem PA

- Developed design skills using Adobe Suite, Canva, and Procreate to create visually appealing materials. Gained experience in website design and maintenance with Squarespace to enhance user experience.
- Managed social media and website updates by creating engaging posts and sending newsletters. Helped grow community engagement through consistent and creative digital content.
- Organized and coordinated community events, including special programs for a retirement home. Ensured smooth execution and meaningful experiences for participants.