

Kayleen Dolan

(570) 407-2918 

Avoca, PA 

dolankay23@gmail.com 

linkedin.com/in/kayleendolan 

kayleendolan.com 

Education

Lehigh University

Bethlehem, PA | 2022-2026

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

GPA: 3.53

Lehigh In Sicily

May – July 2025

Architecture, Art & Design (AAD) + M.A.D.E. Study Abroad Program

Skills

Creative:

- Leadership
- Brand Identity
- Visual Storytelling
- Content Creation
- Video Editing
- Photo Retouching
- Social Media Management
- Layout Design
- Mixed Media
- Illustration

Technical:

- **Graphic Design & Visual Communication:** Adobe Photoshop, Illustrator, InDesign, Canva, Procreate
- **Photography & Digital Asset Management:** Adobe Lightroom, DSLR/Mirrorless Photography, Mobile Photography
- **Web & UI Design:** Squarespace, Wix, Figma
- **Digital Marketing & Communication:** Social Media Management, Newsletter Design, Audience Engagement
- **Office & Administrative Software:** Google Workspace, Microsoft Office Suite

Work Experience

Campus Safety Ambassador

August 2025 – May 2026

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 – May 2026

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.