

KANEDA MATTHAYASACK

Website: matthayasack.com

E-mail: kaneda@matthayasack.com

WORK EXPERIENCES

ART OF PERSONAL SAFETY COACHING

www.artofpersonalsafety.com

07/20 to Present

- The Art of Personal Safety is a holistic approach to mental, emotional, and physical health & well-being.
- The program involves the following 6 Core Disciplines. 1). Mindful Breathing – for developing mental strength and emotional stability by addressing, embracing, and releasing personal anxiety and stress by accepting “change” through daily life adaptations. 2). Mind & Body Stretching – for mental and physical flexibility in understanding that nothing happens without movement. 3). Personal Circle of Defense – for taking control in guiding the mental, emotional, and physical space by creating your own safe environment using the 4). 3A’s and the 5). 3V’s of personal safety, and the 6). 4P’s – for physical fitness training where the Art of the 8 Limbs is used as the training platform to achieve physical health.

VISUAL GRAPHICS INSTRUCTOR

Joliet Junior College

05/02 to 12/2020

- Teaching a hands-on course in UI/UX designs, typography, and color theory as it relates to production.
- Utilizing Photoshop, Illustrator, InDesign and Quark in teaching college students to create and produce everything from logos and posters to packaging, websites, and corporate identity packages.
- Incorporating design principles and concepts to educate students in creating professional and cutting edge design materials.
- Instructing students in the creation of a design portfolio, which can be used to showcase their talents and skills to potential employers/clients.
- Instructing students in the areas of image manipulation that can be utilize for print and web.
- Preparing students to seek entry-level employment such as advertising designer, computer artist, freelance artist, graphic designer, advertising production assistant, or layout artist.

GRAPHIC DESIGNER/WEB ADMINISTRATOR

Valley View School District 365U

10/15/18 to 7/2020

- Responsible to the Director for the performance of multiple duties pertaining to the Printing Services Department
- Handles confidential material pertaining to students and staff
- Operation of high volume digital printing systems
- Thorough knowledge of graphic design programs such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator and MS Office
- Responsible for layout, design and typesetting (large content document creation and alterations) of full service printing jobs
- Responsible for wide format operations, including the operation and maintenance of wide format printing devices
- Responsible for sign shop production including cutting, mounting, laminating, hem taping and vinyl cutter operations / preparation
- Administration and maintenance of Printing Services web to print storefront (EFI Digital Storefront)

ONLINE REGISTRATION & RECORDS SPECIALIST

Joliet Junior College

11/02/15 – 10/12/18

- Maintained registration user groups using Colleague's RGUS and assigned registration controls using Colleague's RGCT; ensuring appropriate staff access to required functions. Determined staff position access levels (mnemonics) and request such access from IT.
- Executed RQMM processes to identify instances where the student's academic record falls short of the requisites defined for the student's registered class enrollment.
- Used SRWS to produce a list of all requisite waivers that have been created for a student prior to the student's registration.
- Used Colleague's STPE to grant a student a petition for a course or section, grant faculty consent for a course or section, and/or grant an overload petition for a term.
- Performed priority registration and add/drop processes. Assisted assigned staff with setting priority registration dates and determine eligible priority groups for current and future academic years with the RYAT screen.
- Setting up priority registration for JJC students for Fall, Spring, and Summer terms using Colleague.
- Maintained web site content in correspondence with student registration aids/toolkits, marketing materials, policies and procedures relating to registration and records activities and enrollment management initiatives.
- Trouble shooting system problems with Colleague and ImageNow/Perceptive Content.
- Trained staff and new college personnel on the Colleague system through Communications Management.
- Utilized Communication Management's PCEX functions to establish content and process individual and/or mass email communication.
- Utilized ImageNow/Perceptive Content imaging system to establish workflow for department related processes, view/edit/scan content, and create interactive forms with software that will integrate/work with the imaging system.
- Trained staff and new college personnel on how to register students using Colleague Student.
- Trained all registration staff with all registration applications related to the Colleague system and ImageNow/Perceptive Content processes.
- Assisted Records Coordinator with ImageNow/Perceptive and Intelligent Capture workflow processes and enhancements for Registrations and Records area.
- Served as a department representative on task forces, design teams, and committees as needed.
- Generated monthly data/reports/metrics, assisted the Registrar with analysis and communication.
- Assisted the Registrar in developing job aids, technical communication & training documentation and other communication for students and staff.
- Maintained and edit Registration, Records, and Graduation's website.
- Maintained and edit Registration, Records, and Graduation's web pages on the MyJJC Portal.
- Trained staff on new hardware/software processes related to ImageNow/Perceptive Content.
- Developed electronic-forms to enhance workflow documents for processing and distribution within ImageNow/Perceptive Content workflow.
- Assist assigned staff with setting up priority registration dates and determine eligible priority groups for current and future academic years.
- Developed "How to Manuals" for Registration, Records, and Graduation processes.

VISUAL DESIGNER/TRAINER

Remprex, LLC

05/11 – 11/14

- Creating and maintaining the design, look and style for all Remprex communications to internal and external audiences through publications in accordance with the desired image of the Remprex Brand Guidelines.
- Developing, managing, designing (*including overall design concepts*) and editing Remprex publications, including newsletters, brochures, invitations, postcards and cut-sheets.
- Participating in all phases of design development, including layout, presentations, production and proofing of print materials ensuring they represent an image of the Remprex graphic standards and promoting the objectives and the branding of Remprex.

- Meeting with internal departments as well as external constituents regarding project specifications, including content, graphic direction, materials selection, output recommendations, timelines and media requirements to promote Remprex activities and events.
- Collaborating with Remprex members to ensure that all communications comply with Remprex Brand Style Guides; recommending changes, improvements and/or revisions in order to enhance target audience perception.
- Identifying, developing, managing and maintaining relationships with all print and mailing vendors, including serving as the primary contact for all Remprex printing and mailing projects, from project inception through completion, including developing print specifications, obtaining printing estimates, coordinating printing and production details and schedules.
- Ensuring all project details are provided and ensuring hard copy and electronic project files are maintained for each project.

DIRECTOR OF CREATIVE MEDIA CENTER

Rosalind Franklin University of Medicine and Science

12/04-04/09

- Developed and built an in-house profit center in the areas Audio Visual, Digital Photography, Graphic Design, Production Printing, Web Design and Marketing, Video Editing and Productions.
- Developed and implemented the overall creative marketing and design elements for print and web media.
- Provided branding direction, strategic planning, developed and executed brand marketing and promotional products.
- Planned yearly financial and employee budgets, developing, promoting, advertising, purchasing and distributing of any given project.
- Planned, developed, created and completed the overall University's marketing, branding, and advertising.

1

EDUCATION

- **LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT**
- **MASTERS OF ARTS**
- **BACHELOR OF ARTS**
- **ASSOCIATE OF ARTS**

SPECIFIC SKILLS

- User interface designs (UI)
- User experience designs (UX)
- Experienced in user-interface ERP technology.
- Knowledgeable in the areas of technology platforms and are up to date on current trends and practices.
- Contribute creatively and knowledgeably.
- Possess copy writing, editing and proofreading skills.
- Ability to work independently.
- Balancing a broad variety of priorities.
- Have excellent time management skills.
- Handle multiple assignments simultaneously and work effectively under deadlines.
- Ability to work with diverse populations.
- Possess high degree of confidentiality.
- Experienced with traditional and non-traditional students from diverse backgrounds.
- Experienced in course development, training and assessment, planning, quality and accreditation processes, and committee services.
- Have excellent organizational, interpersonal, written and oral communication skills.
- Possess supervisory skills.
- Over ten (10) plus years of teaching college level courses.
- Community college level experience.
- Strong understanding and commitment for higher education.

PERSONAL ACHIEVEMENTS

- Developed and taught the Art of Personal Safety Coaching Program that focuses on Honor, Integrity, Respect, and Trust with Discipline and Emotional Control.
- Educate students about core values and how important it is for personal achievements.
- Educate students on building their portfolio and present themselves and their ideas to their target audience with respect, confidence, style and flare.
- Taught students on how to Market, Advertise, and Brand themselves to their target audience.
- Taught Design Concepts and Design Principles and how to apply them to the “human network.”
- Taught the importance of communication and team building and why having verbal and written communication skills is a must in order to send the right message.
- Taught students how to present themselves and their ideas to their target audience.
- Lectured seminars on customer service and how important it is to potential customers.
- Lectured seminars in the areas of personal communication.
- Lectured Seminars on the topic of Branding, Marketing, Advertising and Designing to CEOs, VPs, Directors, and Managers for small to medium size companies to boost employee and company productivity.
- Coached small business owners in the areas of selling products and services, managements, purchases and ROIs for business growth.
- Inspire students to have self-discipline to stay focus on their goals in order to achieve their goals.
- Create and build teams where every individual can lead and build their own teams.
- Built in-house design centers to save money on Marketing, Advertising, Branding, and Designing.

SOFTWARE KNOWLEDGE

- **Visual Design Software:** Adobe Xd, Illustrator, Photoshop, InDesign, AfterEffects, Premiere, Figma, Sketch, Inkcape, Serif's Affinity Photo, Affinity Designer, Affinity Publisher.
- **Enterprise Resource Planning (ERP) Software:** ImageNow/Perceptive Content, Ellucian's Colleague Student, and Ellucian's Colleague Web UI/Client
- **Web:** WordPress, Drupal, SharePoint, HTML, CSS, Dreamweaver, Flash, Site-Grinder...
- **Microsoft Office:** Word, PowerPoint, Publisher, Excel, Outlook...
- **Web Browsers:** Google Chrome, Firefox, Safari, Internet Explorer, Opera, Sea Monkey, Maxthon 3...