



## Kelvin L McBride

### HOME

Mission Viejo, CA 92692

### PHONE

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## Profile

Motivated self-starter with years of experience in many fields of business in both the private and non-profit sectors. Excelled in many varied positions from the bottom to the top, with 5-15 years of experience in the AutoCAD, Web Design & Development, Graphic Arts, HD Film Production and Digital Photography fields. Also as many as 5 years of combined experience and education with SolidWorks, and the Marketing & Communications and Business Development fields. Seeking part-time position where I can feel confident that my skills are being put to good use, in a rewarding environment, while I finish getting my A.A. and B.S. degrees. I am confident that as your new Mechanical Designer, you will find me to be one of the greatest employed assets in your company.

## Experience

### DRAFTSMAN / DESIGNER, BUCILLA BROOKLYN ARCHITECTS; IRVINE, CA — 2001-2009

Designed and drafted drawings, detail blow-ups, and created high quality photo-realistic renderings, as well as performing ongoing corrections to design plans, utilizing AutoCAD latest versions. Worked independently most of the time.

### DRAFTSMAN / DESIGNER, RANDY RANIERI ARCHITECT; IRVINE, CA — 2001-2004

Designed and drafted drawings, detail blow-ups, and created high quality photo-realistic renderings, as well as performing ongoing corrections to design plans, utilizing AutoCAD latest versions. Worked independently most of the time.

### PRESIDENT, KLMICROMEDIA, INC.; LOS ANGELES, CA — 2001-2009

Lead Creative / Designer and Project Manager of an Internet Development, Web Design and Multimedia Production Firm.

### CEO, KAXES LLC; LAS VEGAS, NV — 2004-20009

Chief Executive Officer of a Commercial Digital Imaging and HD Cinematography and Blu-Ray Disc Production Services Firm.

### ASST TO COMMUNICATIONS DIR, MALIBU PRESBYTERIAN CHURCH; MALIBU, CA — 2003-2004

- Assisting in coordination of special events including:
  - creating and publishing of weekly church newsletter
  - creating and publishing of donation solicitation mailings
  - coordinating of solicitation mailings using Word mail merges to generate mailing labels
  - coordinating w/U.S.P.O. Bulk Mail of weekly newsletters and donation solicitations to church members
- Supporting event committees by providing reports, letters, and other items as requested
- Managing donations by entering them into donor database, ensuring deposit in the appropriate manner, and writing and sending thank you notes
- Assisting with grant proposals, reports, and press releases through writing, proofreading, submitting and tracking

## Education

Saddleback College, Mission Viejo, CA — A.A., 2010

## Skills & Personal Qualities

Bright, a fast learner, good multi-tasking skills, and excellent spelling and math, attention to detail, thrives in a busy, fast-paced work environment with a wide variety of projects to work on, with a positive attitude.

## Referrals

Mark Fletcher, Commercial, Industrial and Manufacturing Supplies for 15 years; Friend of 10 years; (714) 403-9165

Marion Jensen, President Women's Rotary Club of San Bernardino Valley; Aunt of 40 years; (909) 792-0091