



# Katie Richard

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🌐 <https://katierichard.art>

📞 Available upon request

## Education

Savannah College of Art & Design  
(SCAD) Savannah, GA

Bachelor of Fine Arts – 3D Animation  
Concentration in 3D Technical  
Animation Minor in Drawing  
Sept 2019–June 2023

## Skills & Attributes

### Software Skills: General

Microsoft Word, Excel, PowerPoint,  
Outlook, Microsoft Teams, OneDrive,  
Zoom, Google Drive, Gmail

### Software Skills: Art-Specific

Adobe Photoshop, Adobe Illustrator,  
Adobe After Effects, Substance  
Painter, Zbrush, Houdini, Unreal  
Engine 5, Autodesk Maya

### Technical Skills: General

Customer Service, Multi-line Phone  
Management, Typing Speed 65 wpm,  
Document Management, Familiar with  
Printer/Fax Machines

### Technical Skills: Art-Specific

Digital & Traditional Illustration,  
Graphic Design, 3D Modeling, 3D  
Texturing, 3D Lighting, 3D Rendering,  
3D Visual Effects Simulations (Cloth,  
Hair, Fluid)

### Interpersonal Skills

Creativity, Adaptability,  
Communication, Patience, Empathy,  
Time Management, Attention to Detail,  
Collaboration, Organization, Eager to  
Learn & Improve

## Experience

Receptionist at Copper Ridge Nursing  
Home Sykesville, MD June 2024–Present

-Oversaw and maintained a clean,  
pleasant atmosphere in the lobby as  
the first impression of the building

-Acted as the “front line” of customer  
service for the facility, providing  
available information with a patient,  
empathetic ear for residents, visitors,  
and staff

-Greeted and directed visitors,  
answered & transferred phone calls,  
and relayed information to the  
requested recipients via email/hand-  
written messages

-Handled, documented, and filed  
sensitive personal information  
regarding residents and their care  
(under HIPAA)

-Reference (410) 596-0635 Tonya  
Mizzell Lead Receptionist, Instructor

Jr. Supervisor of Payoff Department  
Advantage Title, LLC Eldersburg, MD  
Seasonally June 2016–January 2021

-Daily communication via phone,  
email, and fax to various Home  
Mortgage companies and national  
banks

-Verified sensitive information and  
obtained confidential documents  
relating to client’s mortgage payoffs  
and refinances

-Sorted, documented, and filed  
paperwork physically and  
electronically