

Detailed time report

Refinery Creative

Timeframe	10/01/2024 – 12/31/2024	Clients	All clients
Total	104.84 Hours	Projects	All projects
		Tasks	All tasks
		Team	Everyone

Client	Project	Task	Person	Hours
10/02/2024				4.25
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	1.75
	Onboard meeting with Lisa			
Muse Honolulu	[MUS24-11] Marketing Collateral	Design	Amy Rhee	2.00
	-v3a Trifold brochure			
	-v3b Revisions on trifold brochure, per Lisa's feedback			
Refinery Creative	[RC] Research and Inspiration	Account/Project Management	Amy Rhee	0.25
	Familiarize with FHB and Muse Dropbox folders			
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.25
	Work on SMART goals			
10/04/2024				5.50
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Review email briefs on Muse project and look at example			
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	2.25
	Outline and color code floor plates			
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	1.00
				Total 104.84

Client	Project	Task	Person	Hours
	Reflection Meeting			
Muse Honolulu	[MUS24-11] Marketing Collateral	Design	Amy Rhee	1.75
	-v1a tote bag mockup			
10/07/2024				4.25
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	1.25
	Outline and color code floor plates			
Muse Honolulu	[MUS24-11] Marketing Collateral	Design	Amy Rhee	2.00
	-v1b tote bag mockup			
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	1.00
	Weekly update, add fall photos for socials, SMART goals, review social media email			
10/09/2024				4.50
Kamehameha Schools	[KS24-13] Kū'ono Marketplace - December 2024	Design	Amy Rhee	2.50
	-v1a red envelope design			
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	Review email briefing new project, meeting to go over new project, WIP meeting			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	0.50
	v1a - brand refresh deck			
10/11/2024				4.25
Kamehameha Schools	[KS24-13] Kū'ono Marketplace - December 2024	Design	Amy Rhee	1.00
	-v1b red envelope edits per feedback from Lisa			
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.25
			Total	104.84

Client	Project	Task	Person	Hours
	Weekly reflection, WIP meeting, 1 on 1 with Leslie			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.00
	v1a - brand refresh color palette and logo			
10/16/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	WIP meeting, 1 on 1 with Stevie			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.50
	v1b - brand refresh color palette and logo			
10/18/2024				4.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly reflection, review project and feedback emails			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.25
	v1c - brand refresh color palette and logo, work on deck			
Kamehameha Schools	[KS24-12] Kū'ono Marketplace - November 2024	Design	Amy Rhee	2.00
	Create social media graphic for "Pink for Pauahi"			
10/21/2024				5.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly reflection, review project and feedback emails			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	1.75
	v1c - brand refresh color palette and logo, work on deck			
Ashford + Wriston	[AW24-01] Honolulu Magazine Ad	Design	Amy Rhee	3.50
			Total	104.84

Client	Project	Task	Person	Hours
	-v1a Create ad			
10/23/2024				4.25
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.00
	Weekly reflection, review project and feedback emails			
Hawaiian Airlines	[HA24-43] 11/07 CC ITA (NA)	Design	Amy Rhee	3.25
	Gather images			
10/25/2024				4.75
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	1.50
	Weekly reflection, review project and feedback emails, Creative Mornings talk			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	2.50
	- v1a Design icons and apply color palette - Walk-through for home and community webpage redesign			
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	0.75
	Outline floor plates for key maps			
10/28/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.25
	Weekly meeting			
Leadership Works	[LW24-01] Brand Refresh	Design	Amy Rhee	3.75
	- v1a Website mockup - Update primary color palette			
10/30/2024				4.00
Refinery Creative	[RC] Research and Inspiration	Internal Meetings/Communication	Amy Rhee	0.50
	WIP			
			Total	104.84

Client	Project	Task	Person	Hours
Leadership Works	[LW24-01] Brand Refresh - v1a Website mockup	Design	Amy Rhee	2.00
Muse Honolulu	[MUS24-12] Drone View Photography Photoshop photos	Design	Amy Rhee	1.50
11/01/2024				4.25
Refinery Creative	[RC] Research and Inspiration WIP, Curiosity Audit	Internal Meetings/Communication	Amy Rhee	1.00
Leadership Works	[LW24-01] Brand Refresh - v1a Website mockup	Design	Amy Rhee	0.75
Muse Honolulu	[MUS24-12] Drone View Photography Photoshop photos	Design	Amy Rhee	2.50
11/04/2024				4.75
Refinery Creative	[RC] Research and Inspiration Weekly meeting	Internal Meetings/Communication	Amy Rhee	0.50
Leadership Works	[LW24-01] Brand Refresh - v1a Website mockup	Design	Amy Rhee	2.00
Muse Honolulu	[MUS24-14] Floor Plans Key maps	Design	Amy Rhee	1.50
Leiwili Kapolei	[LEI24-01] Brand Identity & Website Color palettes	Design	Amy Rhee	0.75
11/06/2024				4.25

Total 104.84

Client	Project	Task	Person	Hours
Refinery Creative	[RC] Research and Inspiration Weekly meeting, project walkthrough	Internal Meetings/Communication	Amy Rhee	1.25
Leadership Works	[LW24-01] Brand Refresh - v1b Website mockup	Design	Amy Rhee	3.00
11/08/2024				3.00
Refinery Creative	[RC] Team Activities / Lunches Headshots and brunch	Design	Amy Rhee	2.25
Muse Honolulu	[MUS24-14] Floor Plans Key maps	Design	Amy Rhee	0.50
Refinery Creative	[RC] Research and Inspiration Red envelope brainstorm	Design	Amy Rhee	0.25
11/13/2024				4.00
Refinery Creative	[RC] Holiday/LNY Campaigns Red envelope design	Design	Amy Rhee	0.50
First Hawaiian Bank	[FHB24-27] United Credit Card Social Media Posts Resize layout for social media posts	Design	Amy Rhee	1.00
Renaissance Honolulu Hotel & Spa	[REN24-04] November Social Media Photoshoot	Design	Amy Rhee	2.50
11/15/2024				4.00
Muse Honolulu	[MUS24-14] Floor Plans Key maps	Design	Amy Rhee	2.00
				Total 104.84

Client	Project	Task	Person	Hours
First Hawaiian Bank	[FHB24-24] Guam 40 Under 40 Social Media Posts -v1a Resize layout for social media posts -v1b Edit per Lisa's feedback	Design	Amy Rhee	0.75
Refinery Creative	[RC] Development and Training Check in with Lisa, check in with Leslie, weekly reflection	Internal Meetings/Communication	Amy Rhee	1.25
11/18/2024				4.00
Muse Honolulu	[MUS24-14] Floor Plans Key maps	Design	Amy Rhee	0.50
Plus Power	[PPW24-05] Holiday Card 2024 -v1a Holiday card	Design	Amy Rhee	2.75
Refinery Creative	[RC] Holiday/LNY Campaigns -v1a Red envelope	Design	Amy Rhee	0.75
11/20/2024				5.00
Refinery Creative	[RC] Team Meetings Review of work with Lisa, check-in	Internal Meetings/Communication	Amy Rhee	0.25
Renaissance Honolulu Hotel & Spa	[REN24-05] Media Valet Transfer Transfer files from Renaissance Honolulu Media Valet to RC dropbox	Account/Project Management	Amy Rhee	0.75
Gay & Robinson	[GR24-01] Branding and Website -v1a Logo redesign and color palette	Design	Amy Rhee	4.00
11/22/2024				4.00
Refinery Creative	[RC] Team Meetings Weekly meeting, check-in with Lisa	Internal Meetings/Communication	Amy Rhee	0.75
			Total	104.84

Client	Project	Task	Person	Hours
Renaissance Honolulu Hotel & Spa	[REN24-05] Media Valet Transfer	Account/Project Management	Amy Rhee	0.25
	Transfer files from Renaissance Honolulu Media Valet to RC dropbox			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	3.00
	Edit ocean glare in photos			
11/25/2024				4.75
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.50
	Weekly meeting, check-in with Lisa			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	2.75
	Edit ocean glare in photos			
Plus Power	[PPW-07] Brandon's Glamp Camp	Design	Amy Rhee	1.50
	Collect illustrations			
11/27/2024				4.25
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.75
	Weekly meeting, check-in with Lisa			
Refinery Creative	[RC] Holiday/LNY Campaigns	Design	Amy Rhee	0.25
	-v1a red envelope design			
The Ritz-Carlton Residences, Waikiki Beach	[TRC24-05] Festive Campaign 2024	Design	Amy Rhee	1.75
	-v2 revisions per client feedback (Events Calendar) -transferring story to Canva			
Plus Power	[PPW-07] Brandon's Glamp Camp	Design	Amy Rhee	0.25
	Organize concept photos into categories			
Total				104.84

Client	Project	Task	Person	Hours
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	1.25
	Edit ocean into photos			
12/02/2024				4.34
Refinery Creative	[RC] Team Meetings	Internal Meetings/Communication	Amy Rhee	0.75
	Weekly meeting, check-in with Lisa			
Muse Honolulu	[MUS24-14] Floor Plans	Design	Amy Rhee	1.25
	-key map renaming			
Muse Honolulu	[MUS24-12] Drone View Photography	Design	Amy Rhee	1.25
	Edit ocean into photos			
The Ritz-Carlton Residences, Waikiki Beach	[TRC24-05] Festive Campaign 2024	Account/Project Management	Amy Rhee	1.09
	-v1a holiday ecard			
Total				104.84