

MCK

Contact

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Education

Communication Design BFA
Texas State University
2016 – 2020

High School Diploma
Jack C. Hays High School
2012 – 2016

Objective

A motivated and hardworking employee with experience in marketing and graphic design seeking a full-time position at a reputable company that is willing to help my personal and professional growth as a designer.

McKenna Caldwell

Work Experience

Marketing Intern | May 2017 – Jan 2020

Harvey-Cleary Builders

- Researched locations and organized client events which included ordering t-shirts and other merchandise for external clients and internal staff
- Designed company newsletter and event flyers for upcoming business events utilizing programs such as Photoshop, Illustrator, InDesign and Microsoft Office
- Executed errands throughout the day that allowed business to run smoothly

Project Clerk | Summer 2014, 2015

Harvey-Cleary Builders

- Processed construction documents and made labels for folders
- Managed reception desk during work hours including communicating with customers and internal staff
- Assisted Marketing Coordinator and Project Managers in daily activities
- Organized and archived job files

Floor Associate | Feb 2016 – Nov 2016

Kohl's

- Supported customers in finding what they were looking for and helped make sure they had a good experience while in the store
- Monitored designated areas to ensure the store was and looked organized and clean
- Managed and backed up registers

Skills

- Creative problem solving
- Adobe Premiere
- Adobe Illustrator
- Microsoft Office
- Adobe Photoshop
- Strong interpersonal skills
- Adobe InDesign
- Effective communicator