

# MCKENNA CALDWELL

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## CONTACT

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## 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.

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## EDUCATION

**Communication Design BFA**  
Texas State University, *May 2020*

**High School Diploma**  
Jack C. Hays High School, *May 2016*

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## REFERENCES UPON REQUEST

## WORK EXPERIENCE

### **Project Clerk | Harvey-Cleary Builders | Dec. 2017 – Aug. 2019**

- Processed construction documents
- Managed reception desk during work hours including communicating with customers and internal staff
- Assisted Risk Manager in daily activities
- Organized and archived job files

### **Marketing Intern | Harvey-Cleary Builders | May 2017 – Aug. 2017**

- Researched 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 tools such as Photoshop, Illustrator, InDesign and Microsoft Office
- Executed errands that allowed business to run smoothly

### **Floor Associate | Kohl's | Feb. 2016 – Nov. 2016**

- Supported customers in finding what they were looking for and helped make sure they had the best experience possible
- Monitored designated areas to ensure the store looked organized and aesthetically pleasing
- Managed registers

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## SKILLS

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