



Emily Caldwell

Graphic Designer & Photographer



Professional Summary

Accomplished Graphic Designer and Photographer offering 11 years of experience in design. Demonstrated success in project management, team collaboration, and high-quality production. Fluent in Adobe Creative Suite software. Efficient self-starter with leadership experience.



Work History

2020-03 -
Current

Shift Supervisor

Starbucks, Columbus, GA

- Manage staff including assigning optimal floor positions, scheduling and performance coaching.
- Cultivate a culture that ensures teamwork and high morale while anticipating guest needs.
- Ensure adherence to corporate standards including cleanliness and customer satisfaction.
- Train and mentor new and current baristas.
- Track and maintain inventory.

2014-09 -
2019-07

Photographer

Emily Caldwell Photography, Savannah, GA

- Photographed high-quality images for various print and digital projects.
- Consulted with clients to discuss style preferences to create mutually agreeable project parameters.
- Digitally edited photos to enhance appearance.
- Scheduled and booked locations for photo shoots, working collaboratively with clients and contacts.
- Managed all business aspects, including marketing, bookkeeping, and client relationships.



Contact

Address

3518 Fuller St, Apt A
Columbus, GA, 31907

Phone

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E-mail

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Skills

Adobe Photoshop



Excellent

Adobe Illustrator



Very Good

Web design



Very Good

Social media management



Excellent

Computer proficiency



Excellent

Priority management



Excellent

2013-04 -
2013-09

Graphic Production Artist

Insight Global (Microsoft XBOX), Redmond, WA

- Created digital assets and layouts for Microsoft XBOX console home page.
- Designed artwork for use in a range of advertising, marketing and branding projects.
- Adjusted existing logos, characters and other assets for different uses.
- Met or exceeded all deadlines to ensure timeliness of content launches.
- Collaborated with senior designers, developers, and user experience team to provide usable assets.

2011-07 -
2012-09

Studio and Laboratory Manager

Artisan Life Photography, Tulsa, OK

- Interviewed, hired and trained lab technicians to perform photo retouching and printing services.
- Managed a team of mobile and studio photographers, ensuring equipment maintenance and coordinating scheduling.
- Booked, edited, and sold high end portrait packages for studio photography sessions.
- Designed and managed website and social media marketing.
- Identified and diminished performance gaps by coaching, supervising, and developing improved streamlined systems.
- Performed wet process digital printing as well as archival quality large format in-house printing.



Education

2009-08 -
2010-05

Bachelor of Fine Arts (Partial): Photography

Minneapolis College of Art And Design - Minneapolis, MN

2020-09 -
Current

Bachelor of Science: Technical Communication (User Experience)

Arizona State University Online – current Junior standing