

**KAYLEE CRANCE**  
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### **KEY STRENGTHS**

- Strategic Planning
- Project Management
- Excellent Communicator
- Adobe Creative Suite
- Customer Service
- Time Management
- Professional Presenter
- Internet Protocol
- Visionary
- Problem Solving
- Leadership
- Basic Computer Skills

### **EDUCATION**

**University of Advancing Technology**  
**Tempe, Arizona**  
Sept 2015-Aug 2018  
Digital Media, Marketing, and Web Design

**East Valley Institute of Technology**  
**Mesa, Arizona**  
Aug 2014- May 2015  
Multimedia Studies

### **EXPERIENCE**

**Wendy Crance's Daycare, Mesa, Arizona**  
**Childcare Worker**

**Mar 2021-Present**

Maintains a safe and fun environment for young children. Entertains kids with creative and educational activities. Prepares and serves snacks as well as maintains a clean environment.

**Michaels Stores, Mesa, Arizona**  
**Replenishment Associate**

**Nov 2016-May 2018, May 2019-Jun 2021**

Responsible for keeping the store stocked with fresh inventory. Sorts boxes as they come off the truck. Creates product displays to promote store sales, promotions, and special product offerings. Assists customers in the store while they shop.

**InvitationsAZ, Mesa, Arizona**  
**Graphic Designer/Design Lead**

**Sept 2017-Mar 2020**

Utilizes the printer, guillotine, die cutter, and laser cutter as well as a variety of materials to produce invitations, folders, flyers, magnets, signs, etc. Designs ads, flyers, catalogs, and other material for the store. Provides work for the other designers and evaluates their designs. Uploads designs to the website.

**Infinity Clock and Décor, Mesa, Arizona**  
**Web and Clock Designer and Intern Manager**

**Sept 2014-Mar 2018**

Works well with clients during custom design brainstorming sessions. Provides quality designs for clients through Adobe Illustrator as well as stock designs for the website. Designs and manages the website. Manages and assists interns in creating quality designs.

**OfficeMax, Mesa, Arizona**  
**Impress Associate**

**Feb 2017-July 2017**

Effectively uses printers, cutters, and other finishing machines to produce jobs for customers. Assists customers in the self-serve area. Asks customers questions to accurately complete orders and recommend complimentary services.

**University of Advancing Technology, Tempe, Arizona**  
**Design Intern**

**Sept 2015-Dec 2015**

Quickly and efficiently designs signage, schedules, online guides, etc. Follows instructions thoroughly. Understands how to achieve various design styles. Capable of recreating lost or corrupted files in a timely manner.