







**KAILA BAKER**  
Digital Media & Design Student  
Graphic Designer  
Leader

## CONTACT

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 kaila-baker12

## REFERRALS

Linnea Conley, Former Boss  
(203) 273-9545  
Diana Johnson, Former Coworker  
(203)945-9580  
Matthew Worwood, Advisor  
matthew.worwood@uconn.edu



## EXPERIENCE

**Graphic Designer/Administrator**  
OCT, '14 - Current  
Norwalk Taekwon-Do Academy  
Norwalk, CT  
**Designer:**  
Photography/Film  
T-Shirts Designs  
Manage Website/Social Media  
Design: Fliers, Posters, Business Cards, Signs  
**Administrator:**  
Students Enrollment Management  
Assistant Instructor  
Email Management  
Cash handling Management  
Problem Solving  
Strategic Planning/ Solutions

**Program Management Assistant**  
JUL, '13 - DEC, '16  
The Cradlerock Group, Inc.  
Stamford, CT  
**Assistant:**  
Material Audits  
Inventory Management  
Data Entry  
Gear preparation  
Document Edit/Proof-reading

**Supervisor/HR - 2 yrs**  
**Receptionist - 3 yrs**  
FEB, '09- APR, '14  
Liberty, Tax Service  
Norwalk, CT

**Supervisor - 5 mos**  
**Customer Service - 2 yrs 6 mos**  
AUG, '11 - AUG, '13  
Edible Arrangements  
Norwalk, CT

**Sales Associate**  
OCT, '09- JAN, '12  
Nine West  
Norwalk, CT



## AWARDS

2010-2017  
Leadership Feature- Admission Piece, '17  
Editor-in-Chief, '17  
Black Belt in Taekwon-Do, '15  
Award of Excellence-Receptionist, '11  
Deans List, Various



## SKILLS

Adobe InDesign ●●●●●  
Adobe Photoshop ●●●●●  
Adobe Illustrator ●●●●●  
Adobe Premiere ●●●●●

Reliable, Team Player  
Proficient in Microsoft Office Suite  
Travel and reservation Management  
Customer Service Focus  
Proofreading/ Editing Experience  
Emailing Etiquette  
Leadership/ Management Experience  
Time Management Skills  
Attention To Details  
Administrative Experience



## EDUCATION

**University of Connecticut**  
Stamford, CT  
B.A. Degree Candidate,  
Digital Media and Design  
Anticipated, DEC.'18

**Norwalk Community College**  
Norwalk, CT  
A.A. Degree, Graphic Design  
Graduated, MAY '15

**Norwalk High School**  
Norwalk, CT  
High School Diploma  
Graduate, JUN. '10



## INTERESTS

Photography  
Drawing  
Film Making  
Practice HTML/CSS



## INVOLVEMENT

**Mid-Autumn Film Festival**  
SAT. SEP 29, '17  
CACAGNY  
Chinatown, NY  
Volunteer

**1UPL, Student Publication**  
JAN. '16 - Current  
University of Connecticut  
Stamford, CT  
Editor-in-Chief: Spr. '17 / Fall '17  
Design Editor: Fall '16  
Designer: Spr. '16

**UConn Captures, Photography Club**  
Current  
University of Connecticut  
Stamford, CT  
Member/ Participant

**Freelance/Portfolio Building Work**  
2012- Current  
Various  
Fairfield, CT  
Logo for a friend, '17  
Logo/Business Cards for a start-up comp. '17  
Promotional Material for UCONN Clubs Events, '16-'17  
Logo for an Indian Clothes Designer, '13  
T-shirt Designs for a start-up sneaker venue, '13  
T-shirt Design for a local softball team, '12

**Service Work**  
2009-2015  
Climate Action Plan, NCC '15  
Norwalk, CT  
**Intern Assistant Teacher**  
Summer Institute for the Gifted '09  
Fairfield, CT  
**Art Assistant**  
Mead's Summer Camp '09  
Stamford, CT  
**Service Work/Exploration**  
Science Travelers Norwalk High School  
Ecuador/Galapagos  
**Service Work**  
Habitat For Humanity  
Pennsylvania  
**Sailing Excursion/ Self-Exploration**  
Outward bound  
Massachusetts