

# Kaitlyn Meyer

## Email

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## Phone Number

(708) 990-8908

## Current Address

222 E. Varsity Ln.  
Bloomington, IN

## Permanent Address

12441 S. Elm St.  
Palos Park, IL

## Skills

Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Adobe After Effects  
HTML/CSS  
Python  
SQL  
Typography  
Leadership  
Customer Service  
Problem Solving  
Organization

## Education

**Indiana University- Bloomington, IN**

*School of Informatics, Computing, and Engineering*

Major - Informatics

Minor - Graphic Design, Human Computer Interaction

» Hutton Honors Scholar

» Deans List

May 2022

3.62 G.P.A.

## Experience

**Omnilight inc. - Chicago, IL**

March 2020 to Present

*Graphic Design and Social Media Intern*

» Designed news fliers for clients and reps as well as for social media

» Amplified social media accounts by updating old information and regularly posting

**Serve IT - Bloomington, IN**

January 2020 to Present

*Design Team Lead*

» Facilitated a team of interns through the process of redesigning a local non-profit's website

» Delegated tasks and workloads to team members and encouraged timely, quality work

*Co-Team Lead*

» Directed team of interns to aide them with new online tasks, professional expectations, and expected hours

» Navigated the online frontier for all teams and provided computer and zoom aide

*Intern*

» Executed various lesson plans and activities to further knowledge on coding

» Volunteered at local boys and girls club to teach kids about computers and spark interest in coding

**Notre Dame Parish and School - Clarendon Hills, IL**

May 2021 to August 2021

*Graphic Design Intern*

» Orchestrated Facebook Ad campaigns and designed ads to be run

» Met biweekly with the intern group and supervisor to plan and organize materials needed for the upcoming weeks

**Flora Fauna - Chicago, IL**

June 2019 to January 2020

*Hostess*

» Established strong problem management skills as well as customer service skills by dealing with hundreds of customers during each shift

» Oversaw efficiency of restaurant and wait staff

**Palos Park Recreational Department - Palos Park, IL**

May 2018 to August 2021

*Camp Counselor*

» Redesigned camp program to encourage learning, safety, and fun for children attending the camp

» Oversaw day to day functions and activities to ensure camp ran smoothly