



Emily J. Carroll

Student Graphic Designer

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Professional Summary

Reliable and motivated emerging artist with a strong foundation in graphic design and a diverse background spanning facilities maintenance, retail sales, and religious service.

Currently pursuing a degree in Art and Design at Utah Valley University, with three years of focused study in graphic design, digital media, and visual communication. Demonstrates a strong passion for character design and visual storytelling, complemented by hands-on experience in photography, sketching, and painting.

Developed strong interpersonal and customer service skills as a sales representative in a quilting and sewing retail environment.

Honed leadership and communication abilities while serving a full-time mission in Bakersfield, California, including the use of American Sign Language to assist the hard-of-hearing and deaf community.

Known for dependability, teamwork, and a willingness to learn across both creative and service-based roles.

SKILLS

Adobe Suite - Photoshop, Illustrator, Premiere, Photography, Social Media, Design, Attention to Detail

Interpersonal Skills - Listener, American Sign Language, Customer Service, Conflict Resolution

Leadership - Time Management, Team Work, Teaching, Training, Goal Setting

Facility Management - Equipment Maintenance, Self-Directed Learning, Multitasking

EDUCATION

Utah Valley University, Layton and Orem -
Bachelors Degree

August 2019 - Present

Layton High School, Layton High -
Highschool Diploma, Magna Cum Laude

August 2019 - May 2022

EXTRACURRICULAR ACTIVITIES

Community Theatre - *Ensemble/percussion*
August 2018 - July 2023

Layton High Drumline - *Drumline Captain*
August 2016 - 2022

Shades: Art and Literary Magazine - *Vice President*
August 2021 - 2022

CERTIFICATIONS & AWARDS

Food Handlers Permit (2023)

Completion of Full-time mission (2025), Judges recognition - UVU Institute ART Gala (2023), Legion award in Performing Arts, Science, and Humanitarian Aid (2022), Certificate of Proficiency in Photography (2022)

EXPERIENCE

Provo School District- Assistant Custodian 2 (Team Lead)

August 2025-Current

- Independently managed and maintained cleanliness of an assigned school area, including classrooms, restrooms, hallways, and common areas.
- Collaborate with fellow custodial staff to complete large-scale or time-sensitive cleaning projects and special event setups.
- Reported maintenance issues and safety hazards to supervisors to ensure timely repairs and compliance with safety standards.

California Bakersfield Mission- Full Time Teaching Missionary

January 2024 - June 2025

- Taught and mentored individuals from diverse backgrounds on principles of the gospel, emphasizing strong interpersonal communication and cultural sensitivity.
- Trained and supervised 5 junior missionaries, providing coaching, performance feedback, and leadership development.
- Achieved fluency in American Sign Language (ASL) to effectively communicate and teach within the deaf and hard-of-hearing community.
- Conducted daily planning, goal setting, and progress tracking to maximize outreach effectiveness and personal accountability.
- Developed strong public speaking, time management, and conflict resolution skills through daily teaching and structured team interactions.

My Girlfriend's Quilt Shoppe, Orem - Creative Team / Educator

June 2023 - August 2023

- Designed and rendered digital product patterns using Adobe Illustrator, ensuring clean, production-ready files for commercial use.
- Collaborated with the pattern development team to review and refine layouts, providing feedback on accuracy, usability, and visual clarity.
- Polished final layouts for company patterns, guides, and promotional documents to align with brand standards and user experience goals.
- Worked independently across multiple projects while maintaining open communication with trainers and team leads to receive and implement feedback effectively.

- Maintained strict confidentiality regarding student behavior, information, and school-related matters, particularly in sensitive educational environments. Performed end-of-day security procedures, including locking doors, securing windows, and setting alarms to ensure building safety after hours.
- Followed safety and sanitation protocols for cleaning supplies and equipment to maintain a healthy learning environment.

BYU Custodial- Part-Time Custodian

September 2023 - December 2023

- Maintained cleanliness of the college's arts building and other campus facilities, ensuring high standards of sanitation and safety.
- Drove company vehicle to multiple campus locations to complete scheduled cleaning tasks across buildings.
- Promoted to day shift Team Lead, overseeing a small team of janitorial staff and coordinating daily task assignments.
- Inspected, maintained, and repaired basic cleaning equipment to ensure consistent operational readiness.
- Performed routine cleaning duties including sweeping, mopping, vacuuming, trash removal, and restroom sanitation.
- Worked closely with staff and supervisors to respond to immediate facility needs and resolve cleaning-related issues efficiently.

My Girlfriend's Quilt Shoppe, Orem - Sales Associate

October 2022 - June 2023

- Assisted customers in selecting fabrics, notions, and sewing machines tailored to their projects and experience levels.
- Provided personalized product recommendations and technical guidance to enhance the customer shopping experience.
- Coordinated shipping and inventory transfers between store locations to ensure product availability and timely delivery.
- Self-taught sewing skills and developed in-depth knowledge of sewing machine types and their specific applications.
- Utilized basic American Sign Language (ASL) to communicate with deaf and hard-of-hearing customers, improving accessibility and customer service.
- Maintained a clean, organized sales floor and assisted with merchandising and display setup.