Caitlin Telarico

Aspiring Web Designer

I am currently pursuing a Web Design degree from Wake Technical Community College, graduating in May 2020. My main interests are in UI/UX, as well as typography. I hope to use my web design degree in combination with my psychology degree to create thoughtful websites that bring users joy and help them accomplish tasks with ease.

Work Experience

**Estimating Coordinator**

DAVID ALLEN COMPANY

June 2018-Present

Coordinate all activity within the Estimating Department at David Allen Company. Responsible for sorting department emails, downloading documents for review, creating bid files, communicating with general contractors regarding bid status, tracking all projects bidding, completing financial prequalification applications.

**Administrative Assistant**

DAVID ALLEN COMPANY

September 2015-June 2018

Administrative Assistant to the Estimating Coordinator and Estimating Department at David Allen Company. Responsible for downloading and printing documents for bid, creating bid files, ordering coffee for the company, communicating with general contractors regarding bid status, office supply orders, printer maintenance.

Education

**Wake Technical Community College, 2017-Present**

AAS Web Design - May 2020

Pursuing Web Design degree that will be complete in May of 2020. Taking various web design, web development, and graphic design courses. Gained knowledge of multiple Adobe Suite products, as well as HTML and CSS proficiency.

**The University of North Carolina at Chapel Hill, 2011-2015**

Bachelor of Arts in Psychology - May 2015

Earned a bachelors degree in Psychology in 2015. Gained extensive knowledge of all fields of Psychology, such as abnormal, law, research, behavioral, and general psychology.

Let's Keep in Touch!

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