Kayla Cohn

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I am an eager and passionate Front-End Developer and Designer. I have experience with various programming languages and different types of design. I have a strong passion for solving problems, I am very detail oriented, and I have the ability to create amazing websites and applications for clients to elevate user experience to the next level. Artistic and gifted, with an innovative approach to subject matter. Hard working with the ability to multi-task effectively in fast-paced environments as well as the ability to work in teams.

**Skills**

**Web Skills:**

HTML, Haml, CSS, Sass, Bootstrap, JavaScript, jQuery, Ruby, Ruby on Rails, Git, Responsive Web Design, UI Design, UX Design, Gulp, WordPress

**Web Tools:**

Sublime Text, Atom, Photoshop, Illustrator, Sketch 3, Slack

**Experience**

**J&P Hall Express**

**Administrative Assistant** • **Forest Park, Ga October 2015 - Present**

* Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, filings documents, composing documents and organizing offices for efficiency.
* Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
* Perform general data entry using Microsoft Excel and Word
* Input data into a variety of computer programs with pace and correctness
* Perform a wide variety of secretarial tasks in support of the business
* Answer phones and create notifications for the owner
* Contact with internal and external customers

**Above & Beyond Highlights**

([**http://aboveandbeyondhighlights.com/)**](http://aboveandbeyondhighlights.com/))

**Web Designer/Developer & Video Editor • Atlanta, Ga July 2015 - November 2015**

* Creation of web pages with W3C standards and semantic markup via HTML & CSS
* Strong knowledge of HTML5, CSS3, Bootstrap
* Working knowledge of JavaScript, jQuery, and Sass
* Graphic/Web Designer for Company: Including logo design and layout (Adobe Illustrator)
* Strong knowledge of Final Cut Pro
* Strong knowledge of Adobe Creative Cloud
* Responsible for editing and reviewing Highlight videos
* Lead designer and developer – responsible for routine maintenance and updates
* Designed and built web pages using a variety of graphics software applications and development languages.
* Designed and developed specific user interface elements
* Ability to communicate timelines effectively to client

**Video & Design Work Samples (Created all images and edits):**

<https://youtu.be/68nKgmuJmP4>

<https://youtu.be/CGRVY81QOw0>

<https://youtu.be/_7TXZuya6Xg>

**SCPAAE**

**Web Master** • **Aiken, SC August 2014 – December 2014**

* Generate and revise webpages
* Create and modify appearance of website with content management system
* Meet and discuss with clients the particulars of site design
* Email correspondence to ensure customer satisfaction
* Manage and regulate access rights

**Work Sample:**

[**http://www.scpaae.org/**](http://www.scpaae.org/)

**Kayla Harris Photography**

**Photographer** • **North Carolina/Georgia December 2013 – Current**

* Proficient in Adobe Photoshop
* Skilled in adapting images to client needs
* Published in Vanity Hype Magazine (Original Photographs)
* Administrator of Website, Instagram, Facebook, Twitter, and all other social media
* Constantly comparing and culling images for final selection
* Adept in creating a variety of images for different social media platforms
* Created blog with WordPress
* Set up photo shoots with clients and models for magazine submission
* Directed models and clients during photo sessions
* Worked with magazine editors ensuring photos were in compliance with magazine requirements
* Graphic/Web Designer for Company: Including logo design and layout (Adobe Illustrator)

**Work Samples:**

[www.kaylaharrisphotography.com](http://www.kaylaharrisphotography.com)

**Education**

**Wingate University** • **Wingate, NC**

**Major: Sociology, B.S.**

**Minor: Art**

**2014 - Graduated**