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# CAITLYN COLE



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## Summary

Well-organized, proactive worker with a creative mind, looking for challenging work in the graphic design field. Successful working independently and as a team player. Versatile and adaptable with a wide range of experience in office settings.

## Skills

**Technical Skills:** Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe AfterEffects, Adobe Premiere, Adobe XD, HTML5, CSS, JavaScript, Axure RP, Visual Studio, MS Word, MS Excel, MS Outlook, MS PowerPoint.

**Hobbies and Creative Skills:** digital art and design, drawing, painting, animation, photography, silkscreen.

**Languages:** English, German; basic Spanish, French, and Italian.

## Education

University of Massachusetts Lowell, Lowell, MA — BFA: Graphic Design,  
2018-2022

Northern Essex Community College, Haverhill, MA — General Studies: Art,  
2015-2017

## Experience

### •IT Seasonal Help

Charles River Laboratories, Wilmington, MA 2016-2019  
Imaged laptops and tablets; assembled time clocks for other company locations; delivered various electronic equipment to employees.

### •Accounts Payable Seasonal Help

Charles River Laboratories, Wilmington, MA 2016  
Catalogued tax exemption documents of business partners using Excel.

### •HR Seasonal Help

Charles River Laboratories, Wilmington, MA 2015  
Designed certificates for employees for the completion of training programs; documented employees' attendance in training programs using Excel; presented tutorials on the use of various job-relevant computer applications; researched workforce training grants.

### •Accounting Administration Assistant

Carl Zeiss SMT, Peabody, MA 2011–2012  
Ensured accurate archiving of accounting files per calendar year by logging and barcoding records for transport to offsite storage at Retrievox; filing, photo copying and various other clerical tasks; assisted Accounts Payable with account inquiries and working statements to verify all invoices are received; scanned invoices into SAP workflow for posting.

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