
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.
