

Canton, GA 30115

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Kayla McDanel

I am seeking an internship or entry level position where I can improve upon my current skill set, learn new skills, and have a positive impact on my team.

2021 – Present

B.S. in Web Development

Bellevue University

2020 – 2021

B.S. in Web Design and Development

Independence University

2008 – 2010

B.A. in Illustration & Design

The Art Institute of Atlanta

- Creativity
- Communication
- Organization
- Problem solving
- Teamwork
- Logical Thinking

Nov 2021 – Jan 2020

Graphic Design Intern Southern With Grace

- Helped maintain the company's Shopify website.
- Observed the lead graphic designer creating new designs.
- Operated the UV printers for mass production of designs on ceramic, canvas, and wood surfaces.

Sept 2021 – Present

Bookkeeper Roche's Flooring Inc.

- Initially collected payments from customers totaling \$150,000 in unpaid, past due invoices.
- Maintain 8-10 customer accounts by creating invoices and collecting payments via Quickbooks.
- Run weekly payroll for 5 employees and 6-10 independent contractors through ADP and Quickbooks.
- Set up and maintained expense tracking through use of SAP Concur.
- Created a file system from scratch for projects, contractor information, and billing.

Jan 2019 - Sept 2021

Assistant Manager Tractor Supply Co.

- Maintained top sales performance and increased yearly profits from \$8mil to \$9mil.
- Trained team members on policies, selling techniques, customer service, and store operations.
- Used critical thinking and negotiation to resolve problems and improve upon company processes.
- Accepted deliveries, researched discrepancies, controlled inventory, oversaw e-commerce processes and compliance.
- Provided legendary customer service to each customer with whom I crossed paths.