



kayla.elton.designs@gmail.com

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248-622-1012

EXPERIENCE

Freelance Graphic Designer

May 2019 - April 2020

- Worked on over 100 projects for The Henry Ford.
- Communicated with vendors to ensure file delivery.
- Corresponded remotely with The Henry Ford team to guarantee projects met deadlines.

The Henry Ford | Graphic Design Intern

January 2019 - May 2019

- Learned how to design for The Henry Ford brand.
- Spearheaded a variety of projects like menus, t-shirts, signage, mailers, forms, and banners.
- Attended meetings to address project goals.

Ulta Beauty | Lead Cashier

May 2017 - October 2018

March 2016 - October 2016

- Manage transactions with customers using cash registers.
- Cross-sold products and introduced new ones.
- Trained new employees and provided them with important information.

General Sales Associate | Victoria's Secret

May 2015 - January 2017

- Assisted customers and resolved complaints.
- Maintained clean and tidy checkout areas.
- Bagged and gift-wrapped purchases.

CMU Printing Services | Office Assistant

September 2015 - January 2016

- Filed and organized paperwork.
- Rolled and sealed symbolic diplomas to be handed out at 2016 graduations.
- Completed various binding department tasks which included, large capacity booklet stapling, shrink wrapping, and stuffing envelopes.

EDUCATION

Central Michigan University

Fall 2014 - Spring 2018

Bachelor of Fine Arts

Overall GPA 3.26

Double Major

Art: Graphic Design | 3.5 GPA

Art History | 3.23 GPA

Waterford Kettering High School

Fall 2010 - Spring 2014

AWARDS

CMU Dean's List

Spring 2017 Semester

Spring 2016 Semester

SKILLS

Photoshop 

Illustrator 

InDesign 

After Effects 

Organization 

Communication 