

Cayla McManaman

I am a determined person, who loves challenges and overcoming obstacles.

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4535 East 121st Court
Thornton, Colorado 80241

Education

Rocky Mountain College of Art and Design
BFA, Communications Design, 2011

Standley Lake High School
Graduated May 2007

Work Experience

Kessler Creative

Project Coordinator

Responsibilities: Checking work orders.
Communicating with clients via email and telephone.
Proofreading all designed products for accuracy. Sending proofs to clients for their approval. Checking the setup for jobs to print. Checking that the jobs print accurately, and deliver on time. Staying organized and reporting any issues. Following up with all jobs. Daily internal meetings and client meetings.

July 2014 - May 2015

Payless Shoes

Assistant Manager

Responsibilities: Cash control, customer service, audits, sales and promotional set up. Opening/closing the store, shipments and inventory counts. Organization of paperwork and keeping track of sales and conversion.

August 2013 - September 2014

Michaels Arts and Crafts

Custom Framer/Sales Associate

Responsibilities: Customer Service, Creating framing orders, and putting those orders together in a timely manner. Stocking product and keeping the store and framing department clean.

July 2013 - October 2013

JPMorgan Chase Bank

Teller

Responsibilities: Cash control, customer service, opening and closing the bank, deposits, check cashing, keeping all necessary items in stock. Suggesting appropriate and helpful options for customers banking needs.

November 2011 - May 2013

AMC 24 Westminster Promenade

Supervisor

Responsibilities: Customer service, Cash control. Opening and closing the building. Planning breaks, training new associates, creating deposits, keeping control of concessions, box office, and ushering. Inventory for orders, shipments, and marketing.

June 2006 - October 2011

Education Design Experience

RTD Fall 2010

Worked in a group to produce a better riding experience for RTD. My contributions involved re-design of the website, identify design, and some signage.

Kuuri

Worked as a team to design a restaurant, including the posters, signage, logos, names, and products. I helped design menus, bus designs, and the logos.

Professional Organizations

AIGA member from 2009-2011

Scholarships

Merit scholarships 2007-2011

Portfolio scholarships 2007-2011

Honors/Awards

Excellence in Customer Service Award
-April 2015

Deans list 2008-2010

Skills

Customer interaction/service

Teamwork

Communication

Organization

Multi-tasking

Adobe Illustrator

Adobe Photoshop

Adobe Indesign

Adobe Premiere

Volunteer work

Community clean up

Soup Kitchen

Food Drives

