

KAYLA STEVENSON

Lakewood, WA | 253-226-8254 | Kaylastevenson9@gmail.com | [Portfolio Website](#)

Detail-oriented professional with a background in digital design, plus certifications in social media marketing, UI/UX, and project management. Experience as graphics coordinator with strong design, communication, technical, administrative, multitasking, and workflow efficiency skills.

SUMMARY OF QUALIFICATIONS

- Proficient in visual communication for academic institution engagement and local businesses.
- Managing schedules, tracking tasks, and ensuring the timely execution of projects.
- Knowledgeable in digital design, including:
 - **Design Skills:** Principles of design, Typography, Color Theory, Branding & Identity design, 2D animation, 3D Modeling, and Video Editing.
 - **UI/UX Design:** UX-based research, information architecture, and basic in HTML, CSS Bootstrap.
 - **Creative Skills:** Design Thinking, Creative problem-solving, Understanding trends, Visual Communication
- Proficient in all Microsoft Office, Canva, and Adobe Creative Suite applications.

PROFESSIONAL HIGHLIGHTS

GRAPHIC DESIGNER

2025– Present

Minuteman Press, WA

- Designing a variety of print materials, including business cards, posters, flyers, brochures, and other marketing collateral that are tailored to the client's branding and objectives.
- Assist with all phases of print production, from optimizing and converting clients' files, vectorizing logos, adding bleeds, refining layouts, and ensuring quality results.
- Preparing and sending quotes, and creating detailed work orders to ensure accurate production and timely delivery of projects.
- Work with external vendors to source print materials and products.
- Managing the company's Google Business profile by updating information, responding to customer reviews, and enhancing overall online presence.
- Creating and managing the company's Facebook business page, posting regular content to increase visibility and engagement

GRAPHICS COORDINATOR

2024 – 2025

Pierce Community College, WA

- Developed visually engaging graphics for student life engagement events, college benefits, and resources, including Instagram posts, stories, and animated reels
- Designed promotional flyers, adhering to college branding guidelines to ensure consistency and recognition
- Managed the timely delivery of graphic content, meeting departmental deadlines
- Assisted with administrative tasks, including front desk duties and customer service
- Collaborated with various departments to create cohesive marketing materials that promoted college events and services
- Maintained social media content schedules to maximize engagement and visibility
- Contributed creative input to enhance visual messaging and overall design strategy

PRINT TECHNICIAN

2023 – 2024

Office Depot, WA

- Operated and maintained printing equipment, including digital and offset printers, ensuring high-quality output.
- Collaborated with customers to understand their printing needs, offering guidance on print materials, finishes, and cost-effective solutions.
- Assisted customers in preparing and optimizing their files for print production, providing technical support as needed.
- Monitored and adjusted color calibration to ensure accurate and consistent color reproduction.
- Completed print orders within established timelines while maintaining a high level of accuracy.
- Managed inventory of print supplies and materials, initiating orders to replenish stock as necessary.

BEAUTY ADVISOR

2021 – 2023

Sally Beauty, WA

- Maintained a clean, organized inventory and curated displays of hair products.
- Anticipated customers' needs and provided them with high-quality services while upholding brand standards and values to ensure customer satisfaction.
- Guiding customers through the process of finding their ideal hair color and hair needs.
- Meticulously handled POS system transactions, including credit, cash, exchanges, returns, and refunds to ensure seamless and accurate cash flow.
- Actively staying informed about the latest sales offerings and loyalty programs.
- Maintained and enforced up-to-date cleanliness and social distancing policies regarding the COVID-19 outbreak to ensure both employee safety and customer satisfaction.

EDUCATION

Pierce Community College, WA

Associate's Degree in New Media and Digital Design**Certification in UX/UI Design****Certification in Social Media Marketing****Certification in Project Management**