Caitlyn Mix
Graphic Designer

Personal Statement

Dedicated graphic designer with a strong foundation in web and mobile app design. Passionate in creating functional, aesthetic, user-friendly designs that exceed expectations. Pursuing a career in UX/UI design to leverage creativity and skills that contribute to impactful experiences.

Education

Bachelor of Science in Graphic Design

Rasmussen University
Feb 2023 - Sept 2024

Google UX Design Certificate

Coursera
Jun 2022 - Dec 2022

Associate of Liberal Arts & Sciences

Century College
Jan 2016 - May 2018

Skills

- Design Thinking
- User Research
- Wireframing
- Prototyping
- Typography

Software

- Illustrator
- Photoshop
- InDesign
- Adobe XD
- Figma

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Experience

ARO Representative

Capella University
Feb 2023 - Present

- Supports students through indexing and processing 40+ documents daily.
- Maintains 24-hour SLA times for all processes.

Senior Verification Specialist

OneMain Financial
Jan 2019 - Sept 2022

- Verified 60+ documents daily exceeding production goals consistently.
- Created and maintained job aids, and provided training for new employees.

Pet Care Associate

Animal Inn Pet Resort & Spa
Jan 2018 - Jan 2019

- Ensured well-being of pets by maintaining a clean and safe environment while providing personalized care.

Receptionist

North St Paul Animal Hospital
Jun 2017 - Dec 2017

- Handled front desk operations through prioritizing clear and effective communication between clients and staff.

Manager

Dairy Queen
Aug 2012 - Aug 2017

- Led a team of 20+ employees to provide excellent customer service.
- Built foundational skills in problem-solving, organization, and efficiency.