

Rachel Kaelin

PORTFOLIO AT
RACHELKAELIN.COM

500 A and M Ln • Apt B16
Levelland, TX 79336
(940) 391-1420
rakaelin7@gmail.com

OBJECT

To obtain **Graphic Designer position.**

SKILLS

- Adobe Creative Suite, including Photoshop, Illustrator, and InDesign.
- Website design, including HTML, CSS, and basic Wordpress.
- Knowledge of PC and Mac.
- Advanced Graphics Design Certification.

EDUCATION & HONORS

Associate of Applied Science in Design Communications

December 2017

GPA: 3.75

South Plains College

Levelland, TX

Bachelor of Arts in English

May 2008

Minors: Social Sciences/Japanese

GPA: 3.9

Magna Cum Laude

University of North Texas

Denton, TX

Forsan High School

May 2003

Distinguished Achievement Program

GPA: 3.9

Valedictorian

Forsan, TX

WORK HISTORY

Intern

College Relations

Levelland, TX

September 2017 – December 2017

- Designed posters, web graphics, t-shirts, and signs for South Plains College proper as well as student groups on campus.
- Regularly met and communicated with boss to plan projects and receive instructions and critiques.

Recovery Advocate

The Ranch at Dove Tree

Lubbock, TX

March 2015 – Present

- Meets strict deadlines without supervision, including hourly checks and updates on client needs and behaviors.
- Maintains accurate client records.
- Communicates clearly with clients, coworkers, and supervisors to determine and meet their needs.

Freelance Editor

Brown Books Publishing

Dallas, TX

September 2008 – May 2010

- Responsible for copyediting and proofreading of manuscripts.
- Corrected numerous errors in large documents while meeting strict deadlines without supervision.
- Followed *Chicago Manual of Style* and publishing house style guide.