



KAITLYN KELLER
Graphic Designer

CONTACT

kaitlynkellerdesigns@outlook.com
(608) 302-9688
Madison, WI

EDUCATION

Associates Degree in Graphic Design

Madison College
2021-2023
4.0 GPA

Certified Medical Assistant

Blackhawk Technical College
2013-2014
4.0 GPA

SKILLS

Illustrator
Photoshop
InDesign
After Effects
Typography
Teamwork
Microsoft Suite
Time-Management
Communication

REFERENCES

Courtney Dicmas

Instructor at Madison college
cdicmas@madisoncollege.edu

Ingrid Slamer

Instructor at Madison College
slamer@madisoncollege.edu

Ariana Kirsch

Team Lead at LSM Chiropractic
akirsch@lsmchiro.org

CAREER OBJECTIVE

I am an enthusiastic and hard-working graphic design student with a 4.0 GPA. I seek to further develop my skills and knowledge as an emerging designer. It is my goal to help create high caliber designs that accurately portray your clients' stories and uphold (company name here)'s quality and creative vision.

WORK EXPERIENCE

SEPTEMBER 2021 - PRESENT

CHIROPRACTIC TECHNICIAN, LSM CHIROPRACTIC

- Welcome patients when they enter the clinic and assist with getting them checked in.
- Ensure that insurance information is up to date and correct forms are filled out.
- Assist the doctors with establishing patients on STIM therapy.
- Manage phone calls, emails, appointment reminders, payments and patient scheduling while at front desk.

SEPTEMBER 2016 - AUGUST 2021

CERTIFIED MEDICAL ASSISTANT, SSM HEALTH

- Managed a surgeon's practice to ensure that the clinic ran smoothly and patients received comprehensive care.
- Provided quality patient care by obtaining patient vitals and history, processing instruments, answering phone calls, scheduling surgeries, and responding to emails.
- Developed positive relationships with coworkers and patients to ensure a pleasant and upbeat working environment.
- Participated in the management of the Cleft Palate Clinic by organizing meetings, communicating with patients, developing resource materials, and assisting with the process of obtaining accreditation.

HOBBIES AND INTERESTS

Reading, Paddle boarding, Hiking, Swimming, Designing Shutterfly photo albums, Crafting, Playing the piano and spending time with friends and family.