



# Micaela Cole

## Graphic & Web Designer

References Available Upon Request

717.247.5681 micole0512@gmail.com micaelacole.com Micaela Cole @michaelas.desgins

### Professional Profile

My name is Micaela Cole, and I am interested in pursuing a job in the web and graphic design/communications field. My passions include designing digital pieces, creating t-shirts, stickers, and buttons, as well as reading.

### Technical Skills

Adobe Creative Cloud  
(Photoshop, InDesign, Illustrator, Dreamweaver)

Microsoft Office

HTML + CSS

Microsoft Teams/Zoom

Search Engine Optimization

CAD  
(AutoCAD, Solidworks, ArtiosCAD)

Advertising

Digital Marketing

Typography

Social Media Management

Mac OS X and Windows 7/8/10

Wordpress

### Extracurricular Clubs & Activities

- Marauder Graphics Club
- Science Olympiad Volunteer
- Gamma Epsilon Tau Omicron Chapter, Graphics Art Honors Fraternity

### Professional Experience

Digital Media Intern | H2H Marketing (2022-current)

*Responsibilities include designing and developing Web Content, including web pages, and social media postings.*

Social Media Intern | Property Alliances (2022-current)

*Responsibilities include overseeing multiple client's interactions with the public by implementing social media platforms such as Google My Business, Twitter, Facebook, and Reddit.*

Sales Associate | Verizon, TCC (2019-2022)

*Responsibilities include assisting customers throughout the buying process. Duties include greeting customers when they enter the store, helping customers find specific products or showing them how to use them and processing customer payments on the POS register.*

Technical Advisor |

Entrepreneurial Leadership Center, Millersville University (2018-2020)

*Responsibilities include assisting Millersville students with technical questions. Duties include printer troubleshooting, helping to set up 3D printer, as well as watching over facilities.*

### Education

B.S. Applied Engineering & Technology Management

Millersville University

*Concentration in Graphic Communication*

*Anticipated Graduation Fall Of 2022*

Web Development and Design

Dauphin County Technical School

*Technical Diploma*

*2017 Graduate*

### Certifications

- NOCTI Certified in Web Design
- Workforce Competency Credential in Web Design
- Pennsylvania Skill Certified in Web Page, Digital/Multimedia, and Information Resources
- FEMA- IS-01300 Introduction to Continuity of Operations
- FEMA- IS-00100.C Introduction to Incident Command System, ICS-100