

KAYLEE WALTERS

814 Hideaway Bay Lane • Apt. M • Mt. Pleasant, SC 29464 • 843.814.0989 • www.KayleeWalters.com • Me@KayleeWalters.com

COMPUTER SKILLS

MS Word/Works
MS Power Point
MS Excel
MS Digital Image Suite
XHTML/HTML/Basic PHP
CSS & CSS Style Sheets
Adobe Photoshop CS2/CS3
Adobe Illustrator CS2/CS3
Adobe InDesign CS2/CS3
Adobe Dreamweaver CS3
Macromedia Dreamweaver 8
Adobe Flash CS3
Adobe Fireworks CS3
Adobe Image Ready CS2
Pano2QTVR
Smart FTP

EQUIPMENT

Dual Monitor HP work station
24" Apple iMac G5 (2007)
Adobe Creative Suite CS2
Adobe Design Bundle CS3
Microsoft Office Professional
Canon 40D DSLR Camera
Lenses & Lighting Equipment

RELEVANT COURSEWORK

Business Communications
Communication Technology & the Internet
Electronic Publishing & Design
Public Speaking

PROFESSIONAL EXPERIENCE

The Design Group 8/2006-Present
Project Manager & Creative Director Mount Pleasant, SC

- Manage project planning & development as well as technical writing
- Generate Sales and monitor client maintenance and management
- Develop client proposals, contracts & invoices
- Oversee photography/photo editing/virtual tours & all web development
- Work hands on with clients to translate wants & needs into custom work
- Create marketing materials & brand identities for businesses
- Continue to contract development services to PalmettoSoft Inc.

PalmettoSoft Inc. 5/2008-9/2008
Assistant Project Manager Daniel Island, SC

- Managed projects and project timelines along with Project Manager
- Handled day to day client relations and communication
- Optimized interoffice communications and organized staff meetings
- Utilized technical writing skills for content writing & contract creation

Lacoste 2/2005-6/2007
Sales Associate Charleston, SC

- Responsible for 10-15% of store sales annually
- Established regular client contact & maintenance
- Received perfect scores on all secret shopper evaluations
- Updated sales figures & communication statistics in company charts/client book
- Maintained professional store appearance & vast merchandise knowledge
- Carried out customer service functions as well as cashiering & asset control

Landshark Productions 12/2005-11/2006
Intern/Assistant Charleston, SC

- Responsible for web site design & management
- Guided promotional design projects including spreads in Graffiti Magazine
- Arranged and managed real estate photography & video tours
- Facilitated videography projects in cooperation w/ TLC & The Music Farm

EDUCATION

College of Charleston 8/2004-5/2008
Charleston, SC

- Bachelor of Science in Psychology
- Bachelor of Arts in Communication
- Psi Chi Member: Psychology Honors Society
- LIFE scholarship & Presidential Scholarship Recipient
- GPA: Overall: 3.491; Major's: 3.545 (Comm.) & 3.410 (Psychology)

Southside High School Center for International Studies 8/2000-6/2004
Greenville, SC

- International Baccalaureate Program
- Key Club Founder/President & Yearbook Editor in Chief
- National Forensics League Member/Chair & NHS Member