

KAYLEIGH DEFRANCESCO

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SCHOOL ADDRESS: PERMANENT:
84 Orchard Trails Dr 26 Miranda Circle
Apartment Building 933 Saco, ME 04072
Orono, Maine 04473 207-730-1170 (cell)

EDUCATION

University of Maine, Orono ME

Candidate for Bachelor of Liberal Arts, New Media, May 2016
G.P.A. 3.0 | Minors in Graphic Design, Business Administration

RELATED WORK

IMRC Center & ImedgeBoards LLC
Orono, Maine | May 2015- Present

Freelance Graphic Designer

- Create graphics for startup snowboarding company
- Focus on client specifications, needs & wants while maintaining unique creative approaches

Portland Convention & Visitor's Bureau
Portland, Maine | May- August 2014

Graphic Design & Media Intern

- Designed time sensitive print & digital advertisements, presentations and displays (e.g. magazines, website)
- Managed all social media accounts, updated regularly to market member businesses
- Assisted with projects and set up for events & co-workers
- Photographed local events for promotional use
- Helped cover reception area, answered phone calls

OTHER WORK

R&K Property Management
Bangor, Maine | April 2015- Present

Property Attendant

- Communicate maintenance issues promptly to management
- Independently clean vacancies & regular common areas
- Manage time appropriately to assure efficient completion

Hurricane Restaurant
Kennebunkport, Maine | 2010-Present

Hostess | Server | Busser

- Display constant positive interpersonal skills with guests
- Assist in fast pace turnover cycle to ensure optimum service
- Process transactions & calculate customer receipts
- Quickly adapt to new computer & credit card systems

Friendship Oceanfront Suites
Old Orchard, Maine | May-August 2010

Chambermaid

- Cleaned & tidied rooms within appropriate timeframe
- Maintained respectful demeanor around guests

COMPUTER SKILLS

Illustrator, InDesign, Microsoft Office, Prezi



Photoshop, Premiere, WordPress



AfterEffects, HTML, CSS, Javascript, Unity

