

REBECCA CATHEY

Digital Designer & Student

CONTACT

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SUMMARY

A passionate digital designer & student with over 3 years experience in online content, design and development. Known for my hardworking ethic and exceptional people skills.

SKILLS

- Highly Proficient in Communication & Presentation Skills
- Highly Proficient in Customer Support
- Highly Proficient in Google Suite, Microsoft Office, and Adobe Creative Cloud.
- Highly Proficient in Content Writing & Creation
- Highly Proficient in Advertising
- Proficient in Web Design
- Proficient in Graphic Design
- Proficient in Event Coordination
- Intermediate French

REFERENCES

Provided upon request.

EDUCATION

ASSOCIATE OF APPLIED SCIENCES IN WEB DEVELOPMENT TECHNOLOGIES

Johnson County Community College

Currently Pursuing

HIGH SCHOOL DIPLOMA - 3.7 GPA

Shawnee Mission West High School

2016 - 2020

Debate Team President, NSDA All Academic American Debater, French National Honors Society President, Tri-M Music Honors Society, DECA, and Swim Team.

WORK EXPERIENCE

ENROLLMENT COORDINATOR

Prairie Moon Waldorf School

Sep 2021 - Jan 2023

- Website design, development, and IT management
 - Designed the website: www.prairiemoon.org
 - Developed SEOs, handled any issues with the website, fixed emails for the employees, solved any IT problems.
- Database administration and management
 - Kept records of confidential student information, enrollment trends, and alumni contacts.
- Content writing, editing, and creation
 - Managed social media pages, developed campaigns targeted to enrollment, managed the newsletter, designed informational packets and handouts, and created advertisements.
- Scheduled & gave tours informing potential applicants about the school.
- Coordinated enrollment events.
- Took on Human Resource projects in helping to update the handbook.

WORK EXPERIENCE CONTINUED

LEAD AFTERCARE TEACHER

Prairie Moon Waldorf School

Aug 2022- December 2022

- Watched up to 15 children after school
- Facilitated activities
 - Baking, Crafts, Outdoor games, etc.
- Ensured the safety of kids until their parents picked them up.

ASSISTANT DEBATE COACH

Shawnee Mission West High School

Aug 2020 - Sep 2022

- Taught high schoolers about public speaking, research, and debate events.
- At tournaments:
 - Managed up to 20 kids, prepared them for their events, made sure everyone is accounted for, ensured everyone had lunch, and were safe.

DIGITAL MARKETING INTERN

Crown Automotive of Lawrence

April 2021 - Jul 2021

- Content writing, editing, and creation:
 - Managed social media pages, created newsletters, and created digital advertisements.
- Website Design & Development:
 - Helped to manage the websites, uploaded employee photos & biographies, uploaded pictures and information of new products
- Photographed new products, and created videos to showcase different products.
- Took on Human Resource projects.
- Handled some customer support.

SPECIAL SERVICES ASSOCIATE

Home Depot of Olathe & Lawrence

April 2020 - March 2021

- Provided customer support:
 - Processed returns, resolved issues with online orders, assisted in locating products, scheduled deliveries, answered phones, and ensured customers were having a positive experience.
- Provided store support:
 - Helped process and unload deliveries to the store, stocked product, sold appliances, assisted in different departments as needed, and cash handled.