



KAYLA FILION

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www.kaylafilion.co.nf

EMPLOYMENT

Thunderbird School of Global Management

GLENDALE, AZ

LIBRARY CIRCULATION ASSISTANT

September 2012-Present

Duties: Works at the circulation desk and handles all circulation operations including checking items in and out, handling fines, registering patrons for library cards, assisting patrons with locating materials, explaining circulation procedures, answering basic reference questions, and troubleshooting computer and printer issues.

Petsmart

GLENDALE, AZ

PETSHOTEL PET CARE SPECIALIST

November 2009-May 2013

Duties: Maintained clean, safe, and enjoyable environment for boarded pets. Walked and conducted playtimes for dogs, interacted with cats. Interacted with customers while checking pets in and out, customer service. Answered phones, set up reservations for customers, filed paperwork.

EDUCATION

Arizona State University

POLYTECHNIC CAMPUS, MESA, AZ

FALL 2011-MAY 2014

Attained a Bachelor of Science degree in Graphic Information Technology with a focus on Graphic Design and Web Development.

Glendale Community College

GLENDALE, AZ

Attained an Associate of Arts degree in December 2009. Completed courses in Graphic Design, Web Design and Psychology.

SKILLS

Adobe

Adobe Illustrator, Indesign, Photoshop & Dreamweaver

Web

XHTML, HTML5, CSS, Javascript

Microsoft

Microsoft Office Word, PowerPoint & Excel