

Caitlyn Day

Goffstown, NH 03045
+16038540251

daydrawings@outlook.com

Proactive and goal-oriented professional with excellent time management and problem-solving skills. Known for reliability and adaptability, with swift capacity to learn and apply new skills. Committed to leveraging these qualities to drive team success and contribute to organizational growth.

Websites, Portfolios, Profiles

- <https://daysdrawings.art/>

Skills

- Proficiency with Adobe Suite
- Financial management
- Task delegation
- Customer service
- Workshop coordination
- Strategic planning
- Complaint resolution
- Adaptability

Work History

Graphic Designer

Freelance

2018 - Current

- Created digital image files for use in digital and traditional printing methods.
- Created logos, illustrations and typography for various organizations.
- Created original artwork for range of print, web and video projects.
- Completed final touches for projects such as images sizes and font selection.
- Met with customers to present mockups and collect information for adjustments.

To Go Facilitator

Hannaford Supermarket, Goffstown, NH

2024 - Current

- Managed time efficiently in order to complete all tasks within deadlines.
- Worked effectively in fast-paced environments.
- Placed completed orders in labeled, temperature-appropriate storage pending customer pick up.
- Maintained high satisfaction ratings by completing orders quickly and making good selections for customers.
- Delivered store policy information to patrons at checkout, reducing customer service complaints and calls.
- Edited and proofread documents for accuracy and completeness.
- Reviewed files, records and other documents to obtain information to respond to requests.

Kitchen Line Cook

Demolas Market Basket, Bedford, NH

2018 - 2024

- Prepared multiple orders simultaneously during peak periods with high accuracy rate, maximizing customer satisfaction, and repeat business.
- Maintained well-stocked stations with supplies and spices for maximum productivity.
- Learned duties for various positions and provided backup at key times.

- Instructed new staff in proper food preparation, storage, use of kitchen equipment and sanitation.
- Operated varied kitchen equipment, observing operation guidelines to avoid accidents and prevent malfunctions.
-

Store Front Manager

Just Like Mom's Pastries, Concord, NH

2020 - 2022

- Greeted visitors and customers upon arrival, offered assistance, and answered questions to build rapport and retention.
- Responded to customer concerns with friendly and knowledgeable service and remedied issues promptly and effectively.
- Assisted with development and distribution of marketing materials for facility.
- Monitored counter and display inventory by replacing stock and requesting new products from kitchen to keep areas well-stocked for maximum sales.
- Arranged bakery displays to showcase baked goods, cakes, and pies to drive product sales.

Cashier

Demolas Market Basket, Bedford, NH

2016 - 2018

- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Answered questions about store policies and addressed customer concerns.
- Worked with floor team and managers to meet wide range of customer needs.

Education

Associate of Arts in Graphic Design Expected in 2027

Manchester Community College, Manchester, NH

High School Diploma 2017

Goffstown High School, Goffstown, NH