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 KayleenJohnson.com

Kayleen Johnson | 10+ years Admin & Design Experience

EXPERIENCE HIGHLIGHTS

Client Services Coordinator

- Provided administrative and marketing support to a group of commercial brokers specializing in multi-family, medical, office, industrial and retail industries
- Prepared company branded marketing materials including flyers, tour books, maps, floor plans, email campaigns, demographic reports and client presentations
- Organized the preparation of tailored, client specific property information packages in response to Requests for Information (RFIs) and Requests for Proposals (RFPs)

Brand Design & Marketing

- Established and maintained a strong social media presence and company website
- Designed and implemented brand identity across advertising, social media and websites
- Strategized focused social media campaigns through targeted marketing with the objective of increasing engagement and gaining leads

Graphic Designer

- Completed a variety of freelance design projects for diverse clients, including food cart, confectionery, real estate and culinary industries
- Produced high-quality print and digital artwork including logos, labels, menus, displays, splash pages and flyers while meeting strict deadlines
- Collaborated with clients to bring fresh ideas while maintaining original vision

Administrative Support

- Coordinated with accounts payable, IT, customer service manager and marketing
- Researched direct competitors and compiled annual competitive reports
- Developed an automated inventory management system that utilized advanced Excel macros and 3-D references to generate invoices and packing slips seamlessly

Realtor and Realtor Assistant

- Assisted clients with the negotiation of contracts, inspections and final walk-throughs
- Organized open houses, property tours and potential listing appointments
- Conducted market research to create comparative market analysis (CMAs), providing valuable insights for pricing approach and listing recommendations

HARD SKILLS

Advanced

Adobe InDesign
Adobe Photoshop
Adobe Lightroom
Adobe Illustrator
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
MacOSX
Google & One Drive
Multiple Listing System
CoStar
VerticalEmail
SquareSpace
WixStudio
Canva
Figma
Notion

Beginner

JavaScript
HTML
CSS

SOFT SKILLS

Interpersonal Skills
Excellent Communication
Database Management
Collaborative
Time Management
Problem Solving
Creative
Adaptable
Self-starter

UI/UX SKILLS

Accessibility Focused
Wire-framing & Prototyping
Usability Testing
User Research
Iconography
Atomic Design Systems

WORK HISTORY

Design/Marketing	Divine Real Estate	Remote	Jun 2013 - Present
Client Services Coordinator	CBRE	Portland, OR	Mar 2019 - Jul 2022
Customer Service	PDX Temp Agencies	Portland, OR	Feb 2011 - May 2013
Office Assistant	Bentley World Packaging	Baltimore, MD	Aug 2009 - Dec 2010
Realtor/Realtor Assistant	Bromley Real Estate	Shreveport, LA	Feb 2006 - Jun 2008

Graphic Design clients available on my portfolio: KayleenJohnson

EDUCATION

UX Certifications available on [LinkedIn Profile](#).

freeCodeCamp	ITT Technical Institute	Louisiana State University & BPCC
Remote	Owings Mills, MD	Shreveport-Bossier, LA
JavaScript, HTML, CSS	Drafting and Design	General Studies
Aug 2022 - Present	Sept 2008 - March 2009	Jan 2004 - Dec 2005