



Kayla Mae Daniel

Ambitious Honors College Student of Design • Mental Health Advocate

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* Online Portfolio: kaylamaed.design *

Education

SACRAMENTO CITY COLLEGE

A.S. Design & Digital Media • *Transferring to Sacramento State College in Spring '24.*
Graphic Design Certificate • User Interface & Web Design Certificate.

Sacramento, CA
Summer '23 – Fall '23

COLLEGE OF SAN MATEO

GPA 4.0 • *30 units*
Dean's List of Honor Students • Phi Theta Kappa Honor Society.
Web & Mobile Design • Graphic Design • Media Law & Ethics • User Experience Design.

San Mateo, CA
Fall '22 – Spring '23

Certificates

GOOGLE

- Project Management Professional Certificate: *Foundations of Project Management • Project Initiation.*
- UX Design Professional Certificate: *Foundations of User Experience Design • Start the UX Design Process.*

July '22 – Current

GEORGIA TECH
User Experience Design
June '22

ESET NORTH AMERICA
Cybersecurity Awareness
April '21

Experience

RE/MAX GOLD

Transaction Manager

- Fine-tuned internal operations and transaction management processes, including email templates, automation, and database management, doubling transactions managed from 30 to 60 concurrently escrows.

Remote
Feb '21 – June '22

REALTC

Owner & Transaction Coordination Manager

- Professional Manager of real estate transactions for RE professionals with high-level organization and stringent legal diligence, overseeing all contracts and timelines for 60+ simultaneous escrows.
- Coordinated all meetings and services, including photographs, appraisals, inspections, repairs, and escrow signings.

Remote
June '17 – Feb '21

SKYSLOPE

Transaction Coordinator & Help Desk

- Pioneered the Transaction Coordination department and played a pivotal role in developing internal procedures.
- Assisted Real Estate Agents as Transaction Coordinator by providing high-level professional assistance, including listing homes, preparing contracts, and confirming the legality of their escrow documents.

Sacramento, CA
July '14 – June '17

Volunteer Work

THE TREVOR PROJECT

Crisis Counselor

- Committed to helping The Trevor Project fulfill its mission of ending suicide among LGBTQ youth.

Remote
May '23 – Current

Technical Skills & Interests

Technical: **Novice:** HTML* CSS* Dw. **Intermediate:** Ai* Ps* Xd* Figma. **Advanced:** Microsoft OS & Office. **Expert:** ClickUp, Monday, Asana, Software Troubleshooting, Computer Hardware Repair.

Interests: Mental Health Awareness, Environmentalism, Human-Centric & Inclusive Design. Critical Literary Theory* Ethical Advertising* Communications* App Design*

* See my online portfolio.