



Graphic Designer specializing in brand identity, visual storytelling, and crafting thoughtful design solutions that elevate brands to connect with audiences.

## CONTACT ME

Phone: (303) 906 6407

Email: [kierstendowningdesigns@gmail.com](mailto:kierstendowningdesigns@gmail.com)

Instagram: [@kierstendowning](https://www.instagram.com/kierstendowning)

## EDUCATION

### METROPOLITAN STATE UNIVERSITY OF DENVER

September 2020 - August 2025

- Major in Communication Design
- Graduation in August 2025
- Current GPA: 3.7

## AWARDS / ACHIEVEMENTS

### GALLERY EXHIBITION FOR THESIS

- Curating and displaying thesis work in gallery exhibition at Center for Visual Arts BFA Show.

## RELEVANT SKILLS

### DESIGN SKILLS

- Adobe CC Applications
- UI/UX Design
- Production Design
- Social Media Design
- Layout Design
- Print Design

### PROFESSIONAL SKILLS

- Great Communication Skills
- Highly Organized
- Detail Oriented
- Time Management
- Team Player
- Microsoft Office Proficiency

## WORK EXPERIENCE

### EVENT SALES ADMIN, TOPGOLF THORNTON

#### Current Position

- Assist the event sales team in managing client inquiries and bookings.
- Coordinate event logistics, including scheduling and room setup.
- Communicate with clients to gather event requirements and preferences.
- Provide excellent guest service by addressing client queries and concerns.
- Collaborate with teams to ensure a successful execution of events.

### GUEST SERVICES SHIFT LEAD, TOPGOLF THORNTON

September 2021 - November 2023

- Lead the Guest Services team, establishing open communication and navigating difficult situations to achieve quick resolutions.
- Create a top-tier entertainment environment for guests through assistance and hospitality.
- Sell memberships for guests looking to enhance their experience. in the venue, providing information regarding discounted memberships, benefits, and annual payment plans.

### MANAGING EDITOR AT ZEROMILE MAGAZINE

August 2024 - December 2024

- Assisting in determining the editorial focus.
- Managing traffic and editing of all text content.
- Write and generate promotional copy for media kits, promo flyer's, and other marketing content.
- Coordinates with the Art Director.
- Designer to ensure consistency in type styles.

### GRAPHIC DESIGN INTERN, ADAMS 12 FIVE STAR SCHOOLS

January 2020 - MAY 2020

- Assisted in developing visual concepts and design assets for print and digital media.
- Collaborated with the design team to refine branding elements and ensure consistency.
- Managed multiple projects under tight deadlines while maintaining attention to detail.
- Gained hands-on experience with Adobe Creative Suite, including Photoshop, Illustrator, and InDesign.