



Mikayla Bogus

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mikayla.myportfolio.com

Skills

Detail-Oriented
Adaptable
Dependable
Communication
Customer Service
Graphic Design
Typography
Advertising
Digital Printing
Print Production
Print Pre-Production

Technical Skills

Adobe Creative Suite
Illustrator
InDesign
Photoshop
Acrobat
Google Suite
Wordpress

Certifications

Google Ads for Beginners

Coursera

OSHA 10 Hour

General Industry

CareerSafe

Awards

Student Showcase Award:

Bridget Scholarship

Montserrat College of Art

Craftsmanship Award:

Design and Visual

Communications

Northeast Metro Tech

Education

Bachelor of Fine Arts

Graphic Design

Montserrat College of Art, 2021–2025

High School Diploma & Certificate of Vocational Proficiency

Design & Visual Communications

Northeast Metro Tech, 2017–2021

Experience

Website Assistant Montserrat College of Art

Beverly, MA Feb 2024–present

Assisting with keeping information and events up to date and organized. Collaborative and creative problem solving involving layout and creation of pages.

Print Sales Specialist Staples

Danvers, MA Oct 2024–Feb 2025

Woburn, MA May–Aug 2022; May–Nov 2021

Effectively communicated with customers to determine the best solution to their print needs. Performed minor adjustments as needed for ideal print production. Assisted customers with self-serve printers and computers. Handled order intake, checkout, and promoted rewards program and app.

IT & Website Assistant Montserrat College of Art

Beverly, MA Sept 2022–Feb 2024

Maintained and assisted students and faculty with various technology across campus including printer assistance and maintenance, computer lab issues, and equipment rental.

Graphic Designer Northeast Metro Tech

Wakefield, MA Mar 2019–May 2021

Assisted in executing a variety of live jobs including updating weekly menus for Breakheart Inn Restaurant and making and editing various signage and designs across various department.