

# Kiara Thomas

Killeen, Texas

kiarat4hire@gmail.com  
kikivons.com

## EDUCATION

### ***Motion Graphics Generalist***

The Art Institute of Dallas, Dallas  
2009 – 2013

## CERTIFICATION

### ***CSS/HTML Certified***

TownNews.com  
2009 – 2015

## WORK EXPERIENCE

### ***Route Manager***

Molly Maids  
Killeen, Tx  
Feb 2013 – May 2014

Responsible for driving teams to designated houses as well as assisted other teams with cleaning when needed.

- Dust and wipe clean all furniture, and window sills
- Empty trash bins, swept and mop all floors
- maintained customers home and businesses

### ***Service Agent***

Enterprise Rent-a Car  
Killeen, Tx  
June 2014 – Feb 2015

Responsible for driving customers to designated areas.

- Clean interiors and exteriors of vehicles by hand
- Assist in automobile deliveries and miscellaneous job-related duties as given

### ***Web/Graphics Design***

Killeen Daily Herald  
Killeen, Tx  
Oct 2014 – Apr 2016

While at the Killeen Daily Herald, I worked in the Digital Service Department as a Web and Graphics Designer designing web pages, web graphics, PowerPoint presentations, web banner ads and motion graphics marketing videos.

### ***Travel Care Professional for American Express***

Teleperformance  
Killeen, Tx  
Nov 2016

- Address customer service inquiries in an accurate and timely manner.
- maintained efficiency to minimize customer dissatisfaction and increase customer loyalty
- Assisted Premium Card members with flight, hotel and car bookings
- Build rapport, listen, and managed conversational flow
- Completed over 8 weeks of training modules of customer service and sales training.

## SKILLS

- Graphics and motion design
- Illustration
- High poly and low poly hard surface and organic modeling
- CSS/HTML
- Comfortable working in team environments
- Capable of multitasking while maintaining high quality
- Ability to work independently
- Maintains an organized work environment
- Works well in fast paced environments
- Willing to work long hours to meet deadlines and budgets
- Takes instructions well
- Ability to make decisions and solve problems
- Extremely self-motivated

## SOFTWARE

- Adobe: Photoshop, Illustrator, Dreamweaver, After Effects, Audition
- Autodesk: 3ds Max
- Microsoft Office - Word, PowerPoint
- WordPress
- Pixologic: Zbrush
- Teamwork.com project management
- The Foundry Mari
- BLOX CMS