



# Caila Grigsby

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## Education

### Flagler College

August 2021 - May 2025

#### Major

Bachelor of Fine Arts in  
Graphic Design

#### Minors

Illustration  
Fine Arts

## Skills

Adobe Illustrator  
Adobe InDesign  
Adobe Photoshop

## Achievements

### Dean's List

Aug. 2021 - Present

### Co-President of Enactus

Apr. 2024 - Present

## Work Experience

### Flagler College BIC Work Study

Aug. 2023 - Present

- Communicate clearly with faculty, staff, and peers to facilitate project coordination and collaboration.
- Quickly learn new skills and take initiative to contribute to project success. cleanliness and organization of the dining area.

### Hostess at Georgie's Diner

May 2023 - Present

- Warmly greet and guide guests upon arrival, inquire about reservations, and efficiently seat them, ensuring a positive initial impression while also maintaining a waitlist during peak hours for optimal table turnover.
- Collaborate closely with waitstaff to facilitate smooth service, communicate table assignments, and fulfill special guest requests.

### Extended Day Teacher at Ketterlinus Elementary School

Jan 2022 - Present

- Nurture the social, emotional, and cognitive growth of pre-K and kindergarten students.
- Create dynamic and age-appropriate learning experiences to spark curiosity and enthusiasm for learning.
- Demonstrate dedication to fostering a positive learning environment and instilling a love for learning in young children.

### Portside Pub and Grill, Hostess and Server

Feb. 2020 - Dec. 2023

- Developed strong customer service and attention to detail for order accuracy.
- Mastered multitasking under pressure, maintaining a positive guest atmosphere.
- Gained adept interpersonal and communication skills, excelling in guest relations and efficient multitasking in fast-paced environments.

### Owner | Caila's Creations

Jul. 2019 - Present

- Effectively manage all aspects of online platform operations, including customer service, product development, inventory, and marketing/advertising.
- Strategically plan and make key decisions to drive business growth and profitability.
- Oversee finances, including budgeting, expense monitoring, and cash flow management for sustainable operations
- Develop effective face-to-face selling skills at booths by mastering product knowledge, active listening, and persuasive communication to drive sales and satisfy customers.