

KAJA SKERLJ

An aspiring designer and marketer who is passionate about sustainable development.

EXPERIENCE

- **THE CIRCLE WORK** - New Delhi, India
Business Development Intern | May 2020 - Present
- **RECIPROCITY** - San Francisco, US
Online Community Engagement Specialist | May 2019 - Present
 - Launched a Slack Community, ZenGage, and in 1 month generated 160 users. After 6 months the community has over 425 members.
 - Designed 10 e-books, 30 blog banners, and 2 infographics using Figma, Sketch, InDesign, and Adobe Illustrator.
 - Worked on graphic design materials for LinkedIn, and Twitter using Pardot that reached over 70,000 new prospective customers.
 - Learned how to proactively lead a project and collaborate with GRC Experts, PM's, and customers.
- **VISIONECT** - Slovenia, EU
Marketing Intern | May 2018 - May 2019
 - Led the 1-year selling process and closed the deal for \$6,000 in revenue.
 - Ensured positive customer experience by communication with customers via live chat, email, and phone calls.
 - Created advertising content for Twitter, Instagram, and Visionect web site.
- **LEHIGH UNIVERSITY** - Bethlehem, US
Student Athlete Council | December 2018 - Present
 - Represented 120 Track and Field athletes on a student-athlete council.
 - Worked on enhancing professional and career development of student-athletes.

Publicity Chair | December 2018 - May 2019

 - Designed advertising material in Photoshop - posters, fliers, t-shirts - for the International Bazaar and used social media to promote it.
- **BOMERX** - Slovenia, EU
Office assistant | Summer 2014, Summer 2016
 - As a high school student answered sales calls, organised all new hired, security and temporary paperwork and shadowed the sales and marketing team.

TRACK & FIELD ACHIEVEMENTS

Full Athletic Scholarship - \$70,000 | 2017
I Division Track And Field on 400mH Student - Athlete | 2017 - 2021
World Youth Championship, Columbia - Represented Slovenia in 400mH and placed 22nd | 2015
European Team Championship, Bulgaria - Represented Slovenia in 400mH and placed 6th | 2015
Best Female Athlete in High School | 2014, 2017

EDUCATION

Lehigh University | 2017-2021
B.S. Product Design
Minor: Spanish
Cumulative GPA: 3.52
High School Sentvid, Slovenia | 2013 - 2017

SKILLS

Adobe Creative Suite
Sketch
Figma
HTML / CSS
Pardot
AutoCAD
Fusion 360
MicrosoftOffice
Studio Art

LEADERSHIP

Emerging Leaders Program | 2018 - 2019
Lehigh University Leadershape® Camp | Jan. 2019
NCAA Division I Teamwork and Collaboration Award

LANGUAGES

English (fluent)
Spanish (intermediate)
Slovenian (native)