

# Kayla Suess

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Chicago, IL

[LinkedIn](#)

## Work Experience

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5/2023-Present

La Mosca/NEIU | Chicago, IL

### Designer

- Oversaw all aspects of production, ensuring the consistent quality and adherence to formatting standards for a prestigious literary zine with a rich 70-year print legacy.
- Crafted intricate layouts and adeptly resolved any printing-related challenges with precision and efficiency.
- Utilized Adobe InDesign to meticulously format magazine layouts, ensuring aesthetic appeal and readability.

8/2023-12/2023

EDC/Skylit | Chicago, IL

### Social Media Intern

- Collaborated closely with company leadership to develop impactful social media content.
- Contributed to marketing initiatives by designing compelling visuals for Instagram and LinkedIn.
- Utilized content repository databases to gather user analytics, integrating data insights seamlessly into design strategies.

4/2022-4/2023

Busy Beaver Button Company | Chicago, IL

### Printing Specialist

- Assist in inventory management by tracking supplies and ordering materials as needed.
- Operate printing equipment to produce high-quality designs on buttons according to specifications.
- Collaborate with design team to ensure artwork is print-ready and meets customer requirements.

11/2020-4/2022

Urban Outfitters | Chicago, IL

### Assistant Manager

- Executed a wide array of managerial responsibilities, encompassing schedule creation, bank deposit preparation, and payroll management.
- Directed and motivated a team of over 20 employees, adeptly delegating tasks to foster a collaborative and positive work environment.
- Handle customer inquiries and resolve issues promptly to ensure high levels of satisfaction.

8/2019-7/2020

Corporate Travel Services | Northville, MI

### Customer Relations Specialist

- Responded to customer inquiries via phone, email, and in-person interactions, addressing concerns and providing accurate information in a timely manner.
- Utilized Microsoft Excel to organize and analyze customer data, ensuring accuracy and efficiency in managing customer relationships.
- Negotiated pricing and terms with clients to close sales and maximize profitability, consistently achieving or surpassing sales targets.

1/2015-3/2020

RJ Images | New Boston, MI

### Head Photographer

- Proficiently operated a DSLR camera, adeptly adapting to diverse lighting conditions and weather patterns to maintain quality control and consistency across all images produced.
- Managed a team of photographers, ensuring their work consistently met quality standards and aligned with project objectives.
- Utilized Photoshop to skillfully manipulate and enhance images, ensuring they met desired specifications and maintained visual integrity.

## Education

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**Northeastern Illinois University** - B.F.A., Graphic Design

8/2021-5/2024

## Skills

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Adobe Creative Cloud, (Photoshop, Illustrator, InDesign, Premier Pro, AfterEffects HTML/CSS, Javascript, Figma

## Awards

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Art and Design Merit Scholarship

2022, 2023, 2024