

# Kayla Sues

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Chicago, IL

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## Work Experience

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**Lead Designer** 5/2023-Present La Mosca/NEIU | Chicago, IL

- 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.

**Social Media Intern** 8/2023-12/2023 EDC/Skylit | Chicago, IL

- Collaborated closely with company leadership to develop impactful social media content.
- Contributed to marketing initiatives by designing compelling visuals for Instagram and LinkedIn.
- Employed sophisticated content repository databases proficiently to meticulously collect and analyze user analytics, allowing for a comprehensive understanding of user behavior and preferences.

**Printing Specialist** 4/2022/4/2023 Busy Beaver Button Company | Chicago, IL

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

**Assistant Manager** 11/2020-4/2022 Urban Outfitters | Chicago, IL

- Executed a diverse range of managerial duties, spanning the creation of schedules, preparation of bank deposits, and management of payroll processes.
- Demonstrated effective leadership by overseeing a team of more than 20 employees, employing adept delegation techniques to encourage collaboration and cultivate a supportive work atmosphere.
- Handled customer inquiries and resolve issues promptly to ensure high levels of satisfaction.

**Customer Relations Specialist** 8/2019-7/2020 Corporate Travel Services | Northville, MI

- Responded to customer inquiries via phone, email, and in-person interactions, addressing concerns and providing accurate information in a timely manner.
- Employed advanced Excel functionalities to categorize and analyze data sets, enabling comprehensive insights into customer behavior, preferences, and trends.
- Demonstrated adeptness in navigating complex negotiations to reach mutually beneficial agreements, resulting in increased revenue generation and enhanced client satisfaction.

**Head Photographer** 1/2015-3/2020 RJ Images | New Boston, MI

- Proficiently operated a DSLR camera, adeptly adapting to diverse lighting conditions and weather patterns to maintain quality control and consistency across all images produced.
- Assembled and led a proficient team of photographers, steering their efforts to consistently uphold quality standards and align with project objectives, as well as implemented effective quality control measures and provided constructive feedback to ensure the delivery of high-caliber work.
- Utilized Photoshop to skillfully manipulate and enhance images, ensuring they met desired specifications and maintained visual integrity and contributed to project success.

## Education

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**Northeastern Illinois University** 8/2021-5/2024 B.F.A., Graphic Design

## 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