

MCKENZIE FITZ

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Project & Operations Professional with 5+ years of experience managing timelines, teams, and deliverables across **exhibitions, digital content, and audience engagement**. Coordinated complex projects from initial planning through execution, including cross-functional collaboration, stakeholder communication, and on-site logistics. Grew Instagram audience by **257%** through data-driven content strategy and campaign planning. Delivered **cross-platform activations**, print collateral, and inclusive programming on time and within scope. Known for clear communication, attention to detail, and a solutions-oriented approach. Seeking **Project Manager** or **Coordinator** roles in tech, arts, or nonprofit sectors where I can lead efficient, people-centered projects. **Fluent** in English & Spanish.

SKILLS

Project & Operations: Admin • Cross-func. Collaboration • Stakeholder Engagement (Int. & Ext.) • Onboarding & Training • Logistics & Event Planning • Procurement & Bookkeeping • Archival & Asset Mgmt.

Communications & Outreach: Marketing Campaigns • Social Media Strategy • Internal & External Comms • Community Engagement • Content Creation • Analytics & Reporting • Copywriting • Branding

Technical: Project & Workflow - JIRA • Trello • GitHub; CRM & Marketing - Salesforce (Marketing Cloud) • Meta Suite; Content & Asset Mgmt. - Adobe CS • Drupal • WordPress • WIDEN • Panoptic; Travel & Expense - SAP Concur; Events & Comms - Eventbrite • DocuSign • Vimeo • WeTransfer; Productivity - Microsoft Office • Google Workspace

EXPERIENCE

Administrative Assistant

SAIC Galleries — Chicago, IL | May 2023 – January 2026

- Grew SAIC Galleries' Instagram from **1,400 to 5,000+ followers (257% increase)** in under 18 months.
- Boosted engagement **43% in the first 6 months** by doubling post frequency and launching department collaborations.
- Produced **92 posts over 6 months for 4 exhibitions and 2 events**, including Jacolby Satterwhite & Barbara DeGenevieve.
- Led creative for exhibition marketing, including websites, gallery guides, posters, and social content.
- Programmed activations: Symposium, Flaxman Library pop-up, and Lunch & Learn series with visiting professionals.
- Maintained a portfolio of **over \$150,000 in exhibition expenses** and sustained the department budget.
- Managed office resources, meeting spaces, and supplies; coordinated scheduling, account access, and deliveries, as well as ensuring communication channels were maintained.
- Trained and mentored Graduate Curatorial Assistants and student gallery workers.
- Prepared and maintained financial paperwork, managed purchasing card accounts, tracked receipts and budgets, and liaised with accounts payable and other offices.
- Arranged travel, accommodations, and hospitality for visiting artists and curators; created itineraries and supported guest communication.

Owner & Designer

Peer Pleasure — Chicago, IL | Jan 2023 – Present

- Designed and **sold 100+ original** apparel and print items across markets and digital platforms.
- Curated social campaigns, analyzed performance, and grew engagement through organic strategies.
- Selected for Pinterest's invite-only Content Creator Community due to sustained growth without paid ads.
- Managed end-to-end operations of the company's eCommerce store.

Office Assistant

School of the Art Institute of Chicago | May 2019 – May 2023

- Coordinated with SAIC media teams and the Engage team to post class advertisements and event posters online
- Created posters and coordinated event promotion with media and engagement teams.
- Checked all voicemails and directed calls on behalf of Admin Staff
- Making sure that students and staff feel safe and have the support and supplies they need

Art Direction Intern

Fort Knox Studios | Jan 2020 – May 2020

- Assisted rebranding efforts and produced visual assets for internal and external campaigns.
- Supported social strategy through photography, video, and branding design.

EDUCATION

School of the Art Institute of Chicago • Bachelor's in Fine Arts Studio
Focus in Design, Photography & Print