

MCKENZIE FITZ

CREATIVE DIRECTION

EDUCATION

The School of the Art Institute of Chicago 2023

Bachelor of Fine Arts

EXPERIENCE

SAIC Galleries

Administrative Assistant | May 2023 - Present

- Stocking office supplies and monitoring needs
- Maintaining the cleanliness, accessibility, and practicality of the office space.
- Completely reorganizing the physical and digital archives of exhibition ephemera.
- Managing staff and departmental calendars for exhibitions, events, schedules, and more
- Compiling and updating spreadsheets of department data.
- Managing the GCA program and office assistants by assisting them in their work and delegating tasks best suited to each student's capabilities.
- Weekly balancing of sales deposit sheets and tracking inventory including tax exemptions, student discounts, and card transactions.
- Planning and organizing events such as staff lunches, trainings, meetings, and visiting artist programs
- Answer email inquiries in a thorough and timely manner regarding upcoming events and exhibitions

The School of the Art Institute of Chicago

Office Assistant | May 2019 - May 2023

- Directing requests that come to the office's general email to the appropriate parties
- Acting as point person for communal office supply inventory/restock
- Communicating with students and faculty regarding supply levels within communal department spaces
- Respond to faculty requests regarding classroom needs (chairs, heating/cooling, keys, etc) and follow through with SAIC staff
- Poster and signage design, proofing, and printing for events and wayfinding
- Coordinate with SAIC media teams and Engage team to post class advertisements and event posters online

The T-Shirt Deli Co.

Store Associate & Designer | April 2022 - Present

- Visual Merchandising: organizing and redesigning the window displays, picking new products for show, designing and creating new signage, and reorganizing the store.
- Customer Service and Sales: Taken orders and assisted in creating custom designs. Managing sales at the register.
- Receiving: Taking shipments from suppliers, as well as checking the stock and organizing it as needed.
- Design and Production: Creating designs for customers by request and original content for the store. Preparing and editing files in Adobe Illustrator and Photoshop then printing and cutting based on transfer methods. Measuring and applying designs to apparel, pressing, and checking for consistency.
- Packaging: Folding, wrapping, and decorating the packaging of products for sale. Assuring consistent branding & clear instructions for use. Organizing the pick-up and display shelves.
- Cleaning the store regularly to maintain a standard of quality. Including wiping, dusting, and washing all surfaces.

Unpublished Magazine


Staff Writer | October 2021 - December 2022


Michael's Aaron Brothers Custom Framing

Framer | October 2020 - March 2022

- Maintained a clean, organized inventory and curated displays of rotating seasonal products.
- Anticipated customer needs, providing them with diligent customer service while upholding brand standards.
- Happily guided guests back to back with personal designs for their custom pieces.
- Meticulously managed the POS system transactions including cash, cards, coupons, rewards, exchanges, returns, and refunds to ensure a satisfied client.
- Managed the opening and closing of the frame shop demonstrating punctuality and responsibility while following safety protocol.
- Proactively stayed informed about the weekly updated sales offerings and signed customers up for rewards loyalty programs.



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SKILLS


- Time Management
- Attention To Detail
- Conceptualizing
- Photography & Editing
- Graphic Design
- Creative Writing
- Sketching & Illustration
- Printmaking
- Innovation
- Problem-Solving


LANGUAGES

- English
- Spanish


EXPERTISE


Adobe Photoshop 

Adobe Illustrator 

Adobe Indesign 

Adobe Lightroom 

Procreate 

SEO 

Trends 