



Leah Kaye Suttle

leahsuttle@yahoo.com  
www.leahsuttle.com

### objective

To work in an environment that is creative, challenging and fast paced; for an employer that is appreciative of my experience and talent, a place where there are multiple opportunities to learn new and interesting skills.

### professional experience

#### **FREELANCE GRAPHIC DESIGNER 5/04 - PRESENT**

Responsible for marketing, bookkeeping, invoicing, collection, customer service, file organization, sending items to print, tech support, problem resolution, etc.

#### **CURRENT**

Print/web/social media graphics, book covers, logos, business cards, ads, large banners, bookmarks, post cards, etc.

Portfolio & Client Reviews at [www.leahsuttle.com](http://www.leahsuttle.com)

#### **PREVIOUS**

Salvador Charlie Design, LLC - print/web in entertainment (events, venues, festivals, tours, etc.) Live Nation, Home Bass, Donnie Disco, EDM, Shaq's Fun House Miami, Gronk Beach Miami, Magic Fusion Lake Tahoe, Hair O'the Dog Philly, etc.

Dabora, Inc - ads/layout for weekly/monthly equine publications, process proofs to film for each publication

Cronin Creative & Jade Novak Design (internship) - print for Minnie Pearl Cancer Foundation, Songwriters Hall of Fame, Methodist GBOD, LifeWay Christian Resources, etc.

Navigation Advertising - print items for Murfreesboro Symphony Orchestra, Toot's, Ole South Properties, etc.

M&S Publishing - ads/layout for two monthly real estate publications, pre-flight files for press, tight turnaround times

Mountain Advocate Media - ads, magazine layouts, brochures, menus, layout weekly newspaper, etc.

Insurance Services of Central FL - logo, business card, letterhead, envelopes, marketing ads, etc.

Everybody's Business (internship) - ads for multiple weekly classified publications, pre-flight files for press

#### **SYNCHRONY BANK 5/16 - 5/19**

Credit Card customer service via phone, Assisted in intermediate training of new employees, Created "Tools & Tips" newsletter for internal peer support, First ever Work At Home rep for JCPenney credit card, Assisted with quarterly Work At Home meetings, Received multiple peer awards for team/site support, Customer Champion 1st quarter 2019 for commitment to excellence, Maintain computerized customer profiles, resolve inquires and authorize sales

#### **MODIS IT 11/04 - 8/05**

Disney - 4mo Contract/Nextel - 6mo Contract, Help desk/tech support via phone, Work customer tickets received from customer care, Use programs to check for site or phone problems, Assist with Hardware or Software issues, Work closely with IT and network engineer staff

#### **CIBC NATIONAL BANK 10/99 - 3/02**

Developed new projects and updated procedures, Assisted supervisors and manager as interim supervisor, Defined the impact of projects to the back office and contact center, Worked with operations and contact center to push new procedures, Help desk/Tech support via phone and on-site, Trouble shooting with a focus on root cause analysis

### technical/administrative skills

- Print and Web Graphic Design
- Mac and Windows based platforms
- Project Management
- Pre and Post Press Workflow
- Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Bridge, Dreamweaver, Acrobat)
- Quark Xpress, Adobe PageMaker
- Photo-Manipulation/Photo-Retouching
- Various Job/Ticket tracking programs
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Typing 80 WPM, 10 key by touch
- Cash Handling, Opening/Closing shift tasks
- Customer Svc: Multi-line Phones, Filing, Email, etc.
- Multi-task, Organization and Detail Oriented

### education

#### **MIDDLE TENNESSEE STATE UNIVERSITY 8/09 - 5/12**

*Bachelors in Fine Arts - Major: Graphic Design*

AIGA Nashville, MTSU Chapter 2009 - Present

Student Fine Art Show & Sale - 1 item, sold 9/09

Think Tank - Sponsored by AIGA Nashville 10/10

The Superlatives - Senior Graphic Design Show 5/11

#### **VALENCIA STATE COLLEGE 6/02 - 8/04**

*Associate in Science - Graphic Design*

Phi Theta Kappa, AGO chapter 2003 - Present

Student Art Show - 1 item 5/03