

KAYLEE SUN

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EDUCATION

University of California, Irvine | Irvine, California September 2019 - June 2023
Bachelor of Arts in Art, Minors in Management and Art History GPA: 3.92/4
Honors: Dean's Honors List, Phi Beta Kappa, Claire Trevor School of Arts Dean's Scholarship

Maastricht University | Maastricht, Netherlands February 2023 – June 2023
UCEAP Study Abroad Program, University College Maastricht
Relevant Courses: Brand Management, Social and Sustainable Entrepreneurship, Accounting & Accountability, Organization Theory

LEADERSHIP AND EXTRACURRICULARS

We (Skin)care at UCI | Irvine, California June 2021 – June 2022
Co-President

- Programmed 20+ meetings and socials throughout school year, fostering a community of 40+ members
- Communicated weekly with 17 executive members to strategize operations; oversaw social media and visual design teams
- Brainstormed and executed social media campaigns for Reels and Guides; increased average views by over 1,000
- Researched and upgraded task management to monday.com; streamlined a clearer and time efficient team workflow

Visual Designer August 2020 – June 2021, June 2022 – December 2022

- Initiated creation of brand identity and coordinated with social media by organizing Instagram feed layout using UNUM
- Designed flyers and infographics, and edited Reels and product reviews weekly for Instagram; published 3 posts per week
- Wrote captions and posted content using Instagram best practices; surpassed 1,000 followers in 4 months
- Corresponded weekly with co-editor to delegate responsibilities and responded quickly to revisions assigned on a short notice
- Spearheaded website rebranding using Wix website builder to improve organization and accessibility

Associated Students of University of California, Irvine | Irvine, California September 2019 – June 2020
Art Lab Intern

- Planned large-scale events focused on fostering a creative environment for student body; averaged 250+ attendees per event
- Designed digital flyers and wrote copy weekly to publicize campuswide events; reached over 33,000 UCI Facebook users
- Created vision boards and plans for event details to share and present when communicating with commission

WORK EXPERIENCE

Beall Center for Art + Technology | Irvine, California September 2022 – January 2023
Gallery Docent and Social Media Manager

- Supervised gallery by troubleshooting AV equipment and greeting visitors to ensure functioning of the exhibition
- Photographed, edited, copywrote, and scheduled posts for Instagram to promote on-view exhibition and educate showcased artists

Nature Republic | Irvine, California July 2022 – December 2022
Beauty Sales Associate

- Managed inventory, shipping, and cashiering and maintained visual standards for retail environment
- Conducted demos and provided advice to customers based on skincare concerns to develop regular clientele
- Developed upselling and public speaking skills to promote product sales and inform customers

University of California, Irvine | Irvine, California September 2019 – March 2020
Middle Earth Housing Attendant

- Completed administrative and postal tasks to ensure a productive and organized work environment for 1,600+ residents
- Handled resident concerns efficiently and professionally to ensure full customer satisfaction
- Encouraged residents to participate in housing community services and programs for enhancing university experience

SKILLS AND INTERESTS

- Technical: Illustrator, Photoshop, Lightroom, Premiere Pro, Final Cut Pro, Canva, Meta Business Suite, monday.com, Slack
- Language: Korean (Conversational) and Spanish (Conversational)
- Interests: Cooking, Pilates, photography, and listening to new music