

SUSAN CHIANO

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Portfolio: <https://susanchianodesigner.wixsite.com/chiano-portfolio>

ABOUT ME

- I am a professional creative with a background in digital marketing and logistics, complemented by experience in supervisory and creative roles. My skill set is versatile, encompassing efficient task management, consistent communication with my peers and creative thinking. I am recognized for exceptional communication skills, both written and oral, and am poised to contribute impactful expertise to dynamic environments.
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SKILLS

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| • Oral & Written Communication | • Logistics | • Documentation Management |
| • Organizational Skills | • Billing | • Attention To Detail |
| • Creative | • Strong Management | • Social Media Strategy Development |
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TECHNICAL SKILLS

Microsoft Office | InDesign | Premiere | Adobe Creative Suite | Canva

EDUCATION

- Aurora University, Aurora IL — Bachelors Communication & Media August 2018 - May 2022
 - Aurora University, Aurora IL — Bachelors Graphic Design August 2018 - May 2022
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WORK EXPERIENCE

Ocean Import Specialist | Savino Del Bene | June 2023 - Present

- Manages the coordination and execution of international ocean freight shipments.
- Ensures compliance with customs regulations, arrange transportation, track shipments, and communicate with carriers, suppliers, and customers.
- Preparing and processing documentation, resolving shipping issues, and optimizing logistics operations to ensure timely and cost-effective deliveries.
- Handles Billing, and processing of shipments for customers.

Graphic Design and Media Assistant | Digital Dani Media Co. | October 2025 - Present

- Enhanced online presence and reputation for small businesses and new customers through collaboration
- Uploaded and curated engaging content on major search engines and social media platforms for optimized visibility
- Launched sales initiatives, promoting digital products to elevate small businesses' online presence and visibility

Supervisor/Key Holder | Escape The Room | April 2021 - June 2023

- Acted as the direct link between management and employees.
 - Assisted in training staff and managing schedules.
 - Communicated efficiently with customers, and assisted in maintaining a professional environment.
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NOTABLE ACHIEVEMENTS

- Graduated university with Cum Laude - 2022
- Member of the Aurora University American Marketing Association - 2022
- Led design and production for Aurora University's Spartan online newspaper - 2022