

# AUSTIN KIELB

Minneapolis, MN | austinkielb@gmail.com | 952-715-0034

<https://austinkielb.myportfolio.com>

## EDUCATION

University of Minnesota Duluth

Graduation: Dec. 2025

Major — Graphic Design Fine Arts | Minor — Photography

Normandale Community College

Sept. 2020-Dec. 2022

Associates degree in Business Marketing and Management

Associates of Arts

## EXPERIENCE

Target, Duluth

Closing Team Leader (Duluth) May 2024-Present

- Check in with each department and provide direction for task prioritization
- Respond to all inquiries regarding or needing a leader's input
- Manage multiple metrics of multiple departments
- Communicate effectively to the morning leaders about the night's events
- Ensure the store interior and perimeter are safe for overnight employees

Industrial Technology Sales (ITS), Mendota Heights, MN

Business and Graphics Intern June 2022-August 2022

- Photograph on-site jobs and other work locations for marketing purposes
- Design an email marketing flyer for new product training sent to buyers
- Cross-reference past and current inventories for accuracy and update the inventory weekly to share with buyers
- Balance and correct discontinuities in four accounts as needed

Target, Savage & Duluth, MN

Fulfillment Expert (Duluth) Aug. 2022-May 2024

- Lead fulfillment when there is no supervisor present
- Communicate for assistance and what orders should be prioritized
- Manage daily fixed deadlines with efficiency to maintain a high customer satisfaction percentage
- Fulfill roughly 38 time-based orders weekly with both accuracy and speed in mind
- Review statistics involving finding and canceling items

Food Merchandising Expert (Savage) June 2019-Aug. 2022

- Understand signing standards and change signage weekly
- Transition product from inbound to the sales floor, ensuring the product meets health standards
- Execute guest interactions with positivity and confidence

Event Deliverables Project March 2024

- Manage the design process of multiple pieces of advertising for a fictional event
- Create a unified design theme and feel for the deliverables
- Abide by multiple due dates for different deliverables
- Revise pieces according to feedback and critique