

KAYLA EARLE

CONTACT

561-310-6711
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Jupiter, Florida

EDUCATION

Bachelor's degree
Communication
Florida Gulf Coast University

Associate degree
Graphic Design
Palm Beach State College

CERTIFICATIONS

Graphic Design Support
Palm Beach State College

Editing
The Poynter Institute with ACES

PROFESSIONAL EXPERIENCE

Copy Editor

LRP Publications | 2022 –2025

- Manage content across digital and offline platforms.
- Responsible for copy editing content for websites, books, pamphlets, webinars, conferences, newsletters, and eLearning courses.
- Boost clicks and engagement by crafting engaging blurbs that draw in readers.
- Assign stories for biweekly and monthly newsletters considering timing, audience, and data.
- Assist with constructing editorial calendar.
- Proficient in basic HTML and CSS.

Production Manager

Palm Beach Media Group | 2021 – 2022

- Adhered to production deadlines and schedules of monthly, quarterly, and annually produced magazines.
- Reviewed proofs and print-ready PDFs to ensure files met publication and printer specifications.
- Facilitated cross-team collaboration from design to delivery for all publications.
- Utilized publishing technology tools to pull reports and track and update status of projects.
- Provided print and manufacturing specifications to print vendors.
- Coordinated timely arrival of proofs, inserts, outserts, and special magazine covers for print vendors.
- Submitted and approved press-ready files to print vendors' web portals.