

# sarahcoviello

115 Hill Street  
Holliston, MA 01746  
508 654 4576  
u\_scoviello@umassd.edu

## software skills

### *extensive knowledge*

Photoshop  
Indesign  
Illustrator  
Bridge  
Acrobat  
Microsoft Office

### *basic knowledge*

Dreamweaver  
Quark  
Fireworks  
Final Cut Pro  
After Effects  
HTML

## awards, achievements and organizations

AIGA UMASS Dartmouth Student Chapter 2008–2009  
Communicatus Graphic Design Club 2008–2009  
Abstract Painting Exhibition January 2009  
Deans List 2005–2008  
First Place Foundations Drawing Contest 2006  
Campus Activity Board Member 2005–2006

## education

### University of Massachusetts Dartmouth

North Dartmouth, MA  
*BFA: Graphic Design*  
May 2009  
Cum Laude

### Lorenze De'Medici School

Florence, Italy  
Spring 2008

## work experience

### Suffolk University Creative Services Boston, MA

January 2009

#### *Design Intern*

Assisted staff in the design process by selecting images and brainstorming ideas. Responsible for updating brochures and postcards.

### Holliston Extended Day Holliston, MA

2002–Present

#### *Teachers Assistant*

Responsible for preparing and conducting daily projects and activities for children in an all day summer camp and after school program. Assisted in the supervision of children of various age groups, including special needs students.

### UMASS Dartmouth Education Department Dartmouth, MA

2006–2007

#### *Office Assistant*

Assisted in the general office administration by answering phone inquiries and scheduling appointments. Responsible for photocopying various files, and general upkeep of existing records.

### John Stones Inn Ashland, MA

2004–2005

#### *Hostess*

Greeted customers and scheduled reservations for the restaurant and its various function rooms. Monitored restaurant activity and insured customer satisfaction.

### Carlton Realty Natick, MA

2004

#### *Marketing Assistant*

Assisted in the preparation and packaging of various marketing mailers.

## references

Furnished Upon Request