

# KOURTNIE RIVIELLO

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## SKILLS

Adobe Illustrator  
Adobe Photoshop  
Adobe InDesign  
Adobe Acrobat  
Microsoft Word  
Microsoft PowerPoint  
Google Docs  
Google Slides  
Google Calendar  
Google Meet  
Zoom  
Digital Photography  
(studio lighting/equipment  
and basic photo editing)  
Sketch  
Coda 2  
(HTML / CSS)  
InVision  
Slack  
Dropbox  
Presentation  
Public Speaking  
Leadership  
Organization  
Time Management  
Communication  
Painting  
(watercolor)  
Reading Sheet Music

## EDUCATION

### **The Modern College of Design; Kettering, Ohio**

*August 2019 - Present*

3.79 GPA

- Associate's Degree of Applied Business in Design

### **Troy Christian High School; Troy, Ohio**

*August 2015 - May 2019*

- Took college level classes in Biology, Coding, English Composition, and Psychology
- Elected Vice President of Concert Choir and Vocal Honors Ensemble to teach the class when the director or president wasn't available
- Performed in four musicals; I sang, acted, helped with stage set up and demolish, and prop organization
- Recognized for GPA in the National Honors Society
- Had five works of art selected and displayed in the Troy Hayner Art Show

## EXPERIENCE

### **The Media Group at Michael's; Centerville, Ohio**

*Design Intern: May 2021 - Present*

- Produced a series of print ads to promote the sale of products
- Created user-friendly improvements to their website
- Constructed a responsive library of photos and biographies for the service providers on their website
- Designed and edited a photography-focused magazine
- Created press releases for submission to National Publications
- Participated in photoshoots for advertisements and events

### **Cold Stone Creamery; Beavercreek, Ohio**

*Crew Member: September 2019 - December 2019*

*Shift Leader: January 2019 - November 2020*

- Directed crew to serve customers and assign them tasks for closing the store
- Maintained \$100 in each register and \$800 in the safe to ensure the store was making a profit and/or not losing money
- Evaluated labor and sales reports to help track how much we sold vs. how many employees were working
- Built and decorated Signature Ice Cream Cakes and other novelty items to keep the display case full and have backups, as well as make Custom Ice Cream Cakes and Novelty Items for customers
- Kindly served customers to give them a pleasant visit
- Trained 20 new employees on how to be a crew member, shift leader, and cake builder/decorator