

# KOURTNIE RIVIELLO

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## SKILLS

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

## EDUCATION

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

*August 2019 - June 2021*

3.95 GPA

- Associate's Degree of Applied Business in Design
- August 2021 - Present*
- Bachelor's Completion Program in Design Leadership

### **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 photography-focused magazines
- 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*

*Crew Leader: January 2020 - 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
- Evaluated labor and sales reports to track sales vs. working employees
- Built and decorated Signature Ice Cream Cakes and other novelty items to keep the display case full with 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