



# Olivia Cookfair

## Education:

Rochester Institute of Technology, Rochester, NY  
Bachelor of Science in Media Arts and Technology anticipated in 2015  
Current GPA: 3.94

## Experience:

Manager (August 2013 - Present)  
DPC CSR, Output Technician and Labbie (September 2012 - May 2013)  
School of Media Sciences, RIT, Rochester, NY

- Oversee student workers in the labs and print facilities
- Facilitate printing on wide format and large scale digital printers

Digital Media Intern (May 2014 - August 2014)  
Moffly Media, Westport, CT

- Posted monthly print content to the website backend
- Coordinated and updated events list
- Oversaw promotion of sponsored events - social and newsletter
- Coordinated events list with weekly newsletter
- Photographed local towns to create stock images for Moffly
- Designed art for website/social media

Assistant Production Manager (May 2013 - May 2014)  
VariDirect Solutions, New York, NY

- Oversaw the production and fulfillment of client jobs
- Laid out customer files for print
- Printed and finished client jobs
- Created purchase orders and invoices for clients and vendors

## Honors and Awards:

RIT Outstanding Undergraduate Scholar (2014 - 2015)  
Deans List (All Semesters 2011 - Present)  
Paul & Louise Miller Scholarship (2014 - 2015)  
Norman A Miles (2014)  
PGSF Scholarship (2013 - Present)  
Lancer Graphics Scholarship (2012 - Present)  
RIT Achievement Scholarship (2011 - Present)  
J.A. Foster / Jr. & Sr. Scholarship (2011 - Present)  
Richard Benjamin Memorial Scholarship (2011)

## Extra Curricular

Technical Association of the Graphic Arts - Public Relations (2014 - Present)

- Keep TAGA social media sites updated
- Design and print promotional material
- Design and print an annual publication of technical papers

PUB Club - Vice President, PR Rep, and Historian (2011 - 2014)

- Organized and taught monthly workshops
- Designed and printed promotional material
- Coordinated and oversaw club projects

Vis Viva Dance Company (2013 - Present)

- Contemporary, Jazz, Hip Hop



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## Software:

InDesign	●●●●○
Photoshop	●●●●○
Illustrator	●●●○
Bridge	●●●●○
Lightroom	●●●●○
Edge Animate	●●○○○
MS Office	●●●●○
Mac OS	●●●●○
Windows	●●●○○
Quickbooks	●●○○○

## Hardware:

Nikon DSLR	●●●●○
Flatbed Scanner	●●●●○
Digital Printer	●●●●○

## Programming:

HTML	●●●○○
CSS	●●●○○
XML / Schemas	●●●○○

## Key Skills:

- Publishing
- Page Design
- Typography
- Asset Management
- Pre-press
- DPS
- Advertising
- Marketing
- Printing