

# sarah georgakopoulos

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## Expertise in:

Adobe Photoshop

Adobe Illustrator

Adobe Acrobat

Adobe InDesign

Quark Xpress

Macromedia  
Dreamweaver

Macromedia Flash

Microsoft Office  
(Word, Excel, etc.)

Mac and Windows  
platforms

Digital photography

Scanning and  
pre-flighting

Image optimization  
for print and web

Pre-press file  
preparation

Working with and  
screening vendors  
such as illustrators  
and printers

## Design

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Conquest Business Media, Beverly, Mass.

September 2001 to present

**Senior Designer.** Brought outside client over 200 new leads with internet-based ad campaign. Managed design and printing of custom projects such as a newsletter for Sprint and custom magazines for Demand Solutions and Machines Italia. Designed all art for new glossy monthly publication, *North American Industry*. Developed and created art concepts to illustrate editorial articles. Provided design support to internal marketing department. Created collateral materials to fit in with the company's existing identity. Designed and developed e-mail newsletter distributed monthly to potential advertisers. Contributed design ideas to company website. Designed display graphics for trade shows.

*Fast Company*, Boston, Mass.

January 2001 to August 2001

**Print and Internet Projects Intern.** Assisted in design of editorial spreads for *Fast Company* and *American Way*. Hired illustrators, assisted with photo shoots, and managed vendor contracts.

Massachusetts Educational Financing Authority, Boston, Mass.

May 1996 to August 1998

**Marketing Intern.** Prepared, edited and reviewed marketing material and corporate publications. Analyzed marketing survey results. Managed Home Mortgage Option program. Developed databases for information management. Resolved customer questions and problems.

## Project Management

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Ropes and Gray, Boston, Mass.

September 1998 to July 2001

**Corporate Legal Assistant.** Managed multiple client-focused projects simultaneously. Coordinated bond closings and communicated complicated legal and financial information effectively to clients, financial advisors, underwriters and insurance agents. Drafted, prepared and edited complex tax documents, bonds, notes, and other legal documents. Consistently met tight deadlines with high caliber work. Advocated for and advised *pro bono* clients from local homeless shelter in need of legal assistance.

## Education

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School of the Museum of Fine Arts, Boston, Mass.

**Graphic Design Certificate Program.** Courses in design, illustration, digital imaging.

Harvard University, Cambridge, Mass.

**B.A. Magna cum laude** in History and Literature earned June 1998. Won John Clive Prize for best thesis analyzing print propaganda of the British Empire. Received F. Stanton Deland Memorial Fellowship. Dean's List all semesters.