

## Erin Caruso

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### Experience

#### **Sony Music Distribution**, Lexington, MA

##### **Office Assistant**

March 2001 - Present

- Designed points of purchase in Adobe Photoshop including posters, header cards and displays for local promotion of national acts.
- Assisted with office duties including sorting mail, ordering supplies and answering phones.

#### **Liz Linder Photography**, Boston, MA

##### **Assistant**

September 2000 - Present

- Helped organize office space.
- Scanned and touched up images including scratch removal, shadow alterations and blemish removal.
- Assisted with editing images from shoots.
- Assisted during shoot including operating lights, preparation of film and camera, backdrop and prop management.

#### **Newbury Comics**, Boston, MA

##### **Floor Staff**

November 2000 - January 2001

- Filed CDs and accessories and answered phones.
- Assisted customers with music questions and locating selections.

#### **The Torrington Company**, Torrington, CT

##### **Office Assistant/Coordinator**

June 1999 - August 1999

- Scheduled and coordinated Lotus Notes email conversion.
- Answered telephone and emails.
- Coordinated data entry utilizing the Lotus Notes program.
- Created presentations utilizing Microsoft Powerpoint.

#### **Office of Financial Assistance**, Boston, MA

##### **Office Assistant**

September 1998 - April 1999

- Created, organized and maintained student files.
- Answered telephone and assisted students.
- Coordinated data entry utilizing Windows '98, VAX and Power FAIDS.

### Education

#### **Emerson College**, Boston, MA

- Bachelor of Arts in New Media; Minor in Photography

### Skills

- Can type approximately 60 wpm.
- Competent with both Mac and PC formats.
- Microsoft Word, Excell, Powerpoint, Lotus Notes, Adobe Photoshop 5.5, 6 and 7, Macromedia Director and Dreamweaver, Adobe After Effects.