

# Caitlin A. Saporito

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- Objective** an internship in writing and editing
- Education** **Carnegie Mellon University** • Pittsburgh, PA  
MA in Professional Writing, Expected December 2010  
Relevant Coursework: Rhetorical Grammar • Style • Professional & Technical Writing  
• Communication Design Fundamentals
- Sacred Heart University** • Fairfield, CT  
BA in History • Religious Studies  
Minor in English • Honors • Catholic Studies  
Graduated Magna Cum Laude, May 2009
- Computer Skills** Microsoft Office Suite • Adobe Illustrator • Adobe InDesign • Adobe Photoshop • Social Networking • Mac OS X and Widows Platforms
- Other Skills** Research Experience • Proficient in Spanish • Proficient in Middle and Early Modern English • Copyediting • Organizational and Time Management Skills
- Honors and Awards** Phi Alpha Theta • Theta Alpha Kappa • Phi Eta Sigma • URI Undergraduate Research Grant • Dean's List
- Work Experience** **Classroom Learning Assistant** • Sacred Heart University, Fairfield, CT  
September 2007 – May 2009
- Acted as a reading and writing tutor for 20+ sections of required Western Civilizations course per semester
  - Proofread and edited all forms of writing assignments for the course
  - Provided academic support to all undergraduate students enrolled in this course
  - Maintained verbal and written correspondence with Learning Center staff as well as History Department faculty
- Stage Manager** • Southington Parks and Recreation, Southington, CT  
June 2006–August 2009 (Seasonal)
- Set up and ran rehearsal and performance schedules.
  - Assembled all props, costumes and set pieces for each show.
  - Supervised “load-in” and “strike” of each show in the theatres.
  - Compiled and maintained the “prompt script” for each show, noting all movement, scene changes and technical cues.
  - Ensured the company's welfare and maintained a good working knowledge of all relevant health and safety legislation.
  - Coordinated the backstage and onstage areas during performances; acted as a liaison to the director and other staff members.
- Sales Associate** • Kohl's, Plainville, CT; North Hills, PA  
June 2006 – Present
- Residential Life Student Worker** • Sacred Heart University, Fairfield, CT  
September 2005 – May 2009