

SARA MCSWEENEY

Skmcswweeney@comcast.net | 781.774.9458 | Stoughton, MA |
linkedin.com/in/saramcswweeney | skmcswweeney.wixsite.com/-portfolio

WORK EXPERIENCE

Bridgewater State University Jan. 2025 - May 2025
Research Assistant

Met with client, and designed research project, developed research objectives, collected secondary data, recruited participants and conducted qualitative research through interviews, typed and analyzed qualitative transcripts, wrote and distributed survey based on secondary data, qualitative results and client needs, created database and entered data in SPSS, analyzed survey data, created and presented final report to client.

Server Jan. 2025 - July 2025

Neroli Ristorante - Westwood, MA

Greet customers, provide excellent customer service in fast-paced restaurant environment, taking orders, serving food and beverages, handling payments, and maintaining a clean and organized dining area.

Social Media Marketing/Server/Bartender Sept. 2024 - Present

SIP 1620 Wine Bar - Plymouth, MA

Greet customers, make hand crafted cocktails, customer service in fast-paced restaurant environment, taking orders, serving food and beverages, handling payments, and maintaining a clean and organized dining area. Content creation for TikTok and Instagram.

April 2024 - Jan. 2025

Graphic Design/Marketing Intern

Group 1 Automotive - Westwood, MA

Worked with the Digital Marketing team to support 150+ Group car dealerships nationwide. Create graphics for weekly email campaigns promoting service center special offers. Collaborate with third-party vendors to automate personalized email campaigns using the Outsell platform. Create excel sheets for various projects. Individually email general managers of every location their car leads. Update websites through fixed-ops.

Hostess May 2022 - Sept. 2024

One Bistro - Norwood, MA

Welcome and engage with guests, manage seating charts and reservations, handle takeout orders and payments, and write and design special boards.

Hostess/Assistant Manager May 2019 - June 2021

Amelia's Italian Steakhouse - Stoughton, MA

Open and close the restaurant, greet arriving and departing guests, manage seating charts, help staff if needed, and engage with customers.

FREE LANCE WORK

Massachusetts Mental Health Counselors Association, Inc.
Graphic Designer

Work through the executive director. Create graphics for social media that are approved at board meetings. Designed graphics for certification badges, milestone badges, and pride month.

EDUCATION

Bridgewater State University
Bridgewater, MA 02324
Sept. 2022 - May 2025

University of Massachusetts Amherst
Amherst, MA 01003
Sept. 2021 - May 2022

SKILLS

Adobe Illustrator
Adobe InDesign
Adobe Photoshop
Dreamweaver
Canva
Mailchimp
Constant Contact
Customer Service
Microsoft Suite
Time Management
Multitasking
Social Media