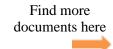
# ART RÉSUMÉ SAMPLE

Email <u>careers@utep.edu</u> to have your résumé reviewed





## Frida K. Jones

El Paso, TX | (915) 776-7788| fkjones@miners.utep.edu | in/fkjones | www.fkjones.net

### **EDUCATION**

Bachelor of Arts in Art Education with minor in Graphic Design

The University of Texas at El Paso (UTEP)

Anticipated: 00/202X Overall GPA: 4.00/4.00

### Awards

Second place, 202X Annual Juried UTEP Student Art Exhibition

### TEACHING EXPERIENCE

Art Teacher 00/202X - 00/202X

Young Rembrandts (Young Rembrandts.com)

El Paso, TX

- Delivered art lessons both in person and through various digital platforms to classes of 20+
- Enhance student education and encourage artistic creativity by utilizing various techniques and methods

### STUDY ABROAD

International Scholar - Art History 3399

00/202X - 00/202X

### **UTEP Department of Art**

Rome, Florence, Venice and Naples, Italy

• Investigated the historical and artistic significance of Rome during its ancient, Medieval, Renaissance and Baroque eras, including its architecture

### **VOLUNTEER**

Docent Volunteer 00/202X - 00/202X

#### **International Museum of Art**

El Paso, TX

• Helped with various events and activities, interacting with visitors during tours and ensured fulfilling experiences **INTERNSHIPS** 

Education Intern 00/202X - 00/202X

### El Paso Museum of Art

El Paso, TX

- Participated in various projects and educational programs including parent and child workshops
- Acquired fundamental skills and knowledge relevant to museum and gallery work
- Acted as the main point of contact and organizer for student group events

Educational Outreach Intern

00/202X - 00/202X

### **UTEP Stanlee and Gerald Rubin Center for the Visual Arts**

El Paso, TX

- Helped with the research, planning, and execution of different programs for the public, such as family events, tours, community activities, and exhibition-related gatherings
- Created the "Visual Art Kids" event hosting over 30 children in creative projects

### STUDENT & PROFESSIONAL ASSOCIATION

Maximo Art Society, UTEP

Active Member

00/202X

El Paso, TX

• Worked together to build a network of young artists at UTEP and in the surrounding area with a focus on promoting professional and personal growth in the arts

Student Member and Convention Attendee

00/202X

National Art Education Association, 202x NAEA National Convention

New York City, NY

### **SKILLS**

- Experienced in social media platforms such as Behance, Instagram, and Pinterest
- Comfortable in speaking, reading, and writing in Spanish, Italian, and French



# **Accomplishment Statements**

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your <u>relevant</u> skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

### Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the "Experience Section" on page one.

### **Job Description**

- 1. Read and analyze the job description
- 2. Identify the required skills listed for the job
- 3. Match your experiences to the skills listed in the job description

# Measurable Data Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

#### **Action Words**

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Increase Analyze Integrate Assess Measure Compare **Organize** Determine Research Devise Supervise Diagnose Synthesize Evaluate Verify Execute

# Communication (Oral/Written)

Address **Express** Author Interpret Share Persuade Convey Present Network **Promote** Demonstrate Review Draft Speak Edit Write Negotiate Respond Connect

### Teamwork/Collaboration

Organize Assist Orient Brainstorm Plan Calculate **Process** Collaborate Schedule Consolidate Supervise Construct Support Demonstrate Unite Envision

### **Technology**

Access **Implement** Analyze Integrate Calculate Install Coordinate Launch Deliver Maintain Design Manage Troubleshoot Develop Organize Engineer Program

### Leadership

Administer Guide Assess Manage Clarify Mentor Create Motivate Delegate Oversee Encourage Recruit Establish Supervise Facilitate Train Direct

### Professionalism/ Work Ethic

Achieve Exceed Handle Act **Improve** Adapt **Evaluate Implement** Deliver Produce **Demonstrate** Reach Drive Simplify Work Establish

### **Career & Self-Development (Confidence/Advocacy)**

Facilitate Advise Defend Inform Supported Advocate Diagnose Master Guide Enhance Coach Negotiate Pursue Expand Consult Communicate

### **Equity and Inclusion**

Celebrate Engage Empower
Communicate Identify Validate
Discuss Interact
Educate Understand

Updated: 7/23











