

# EXPERIENCED RÉSUMÉ SAMPLE

\* For a review  
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## Pedro Minero

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### SUMMARY OF QUALIFICATIONS

- Five years of progressive management experience
- Proficient use of Illustrator, Photoshop, Corel, InDesign and Final Cut Pro
- Experience in collaborating with diverse internal and external partners
- Proven experience utilizing web analytics for maximizing advertising revenue

### EDUCATION

Bachelor of Arts in Digital Media Production with a minor in Graphic Design  
The University of Texas at El Paso (UTEP)

Awarded: 05/20XX  
Overall GPA: 3.75/4.00  
Major GPA: 4.00/4.00

### RELEVANT EXPERIENCE

Graphic Designer

06/20XX – Present  
El Paso, TX

#### UTEP Student Publications

- Prepare various graphics, designs and layout options to discuss with clients on a weekly basis
- Produce 25% of graphic designs for print and online newspapers, fliers and web pages with a readership of 3,000 people on average
- Manage client project feedback through WRIKE database to ensure quality designs
- Increase revenue 10% by incorporating dynamic customer stories in social media platforms (e.g. Instagram, Facebook, Twitter, LinkedIn)
- Supervise three student employees that assist over 15 departments with their graphic identity needs
- Conduct hiring, training, leadership opportunities, performance evaluations, and one-on-one meetings with student staff

Media Assistant

08/20XX – 05/20XX  
El Paso, TX

#### HealthCare Facility

- Worked in a team of two to develop user-friendly interface for online applications, work orders and payment
- Conducted market research and established a marketing campaign using a customer relationship management tool for target populations
- Performed monthly reviews of 35 web pages to update content and online forms resulting in a 2% increase for online payment methods

### OTHER EXPERIENCE

Math Tutor, **El Paso Community College (EPCC)**

El Paso, TX, 01/20XX – 12/20XX

Sales Associate, **Old Navy**

El Paso, TX, 06/20XX – 10/20XX

### SKILLS

- Bilingual: Spanish and English
- Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
- Extensive use of MS Word, Excel, PowerPoint, Teams, and Publisher
- Proficient in social media advertisement: Twitter, Facebook, Instagram, and LinkedIn

# CHECKLIST FOR A SUCCESSFUL RÉSUMÉ

## 1. Appearance

- \_\_\_ is pleasing to the eye, invites people to read
- \_\_\_ the format highlights your key information
- \_\_\_ has correct punctuation, spelling, and grammar
- \_\_\_ information is listed from most recent to oldest

## 2. Contact Information

- \_\_\_ is at the top of page
- \_\_\_ includes current and complete contact information
- \_\_\_ includes telephone number with area code
- \_\_\_ includes UTEP or professional email address that you check daily

## 3. Job Objective (Strategic)

- \_\_\_ is specific and tailored to the job description

## 4. Education

- \_\_\_ lists current degree you are seeking with anticipated graduation date (month/year)
- \_\_\_ includes official university name and location
- \_\_\_ includes academic major (and minor if applicable) you are pursuing

## 5. Experience/School Projects

- \_\_\_ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- \_\_\_ includes dates of employment (month/year)
- \_\_\_ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)

## 5. Experience/School Projects (cont.)

- \_\_\_ uses action words to describe what you did on the job
- \_\_\_ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job
- \_\_\_ highlights your accomplishments and contributions to the organization
- \_\_\_ includes paid or unpaid volunteer, internship, or co-op experiences

## 6. Relevant Activities/Memberships

- \_\_\_ emphasizes leadership roles and any officer positions
- \_\_\_ includes dates of participation (month/year)

## 7. Skills

- \_\_\_ includes the languages known and specifies proficiency level (e.g.: Proficient, Fluent, Conversational)
- \_\_\_ includes software knowledge and specifies the degree of expertise (e.g. expert knowledge in MS Excel; working knowledge of JAVA; proficient in Twitter promotion)

### YOUR NEXT STEPS:

1. Activate your Job Mine account at [utep.edu/careers](http://utep.edu/careers)
2. Have your résumé reviewed by the Career Center ([pca@utep.edu](mailto:pca@utep.edu))
3. Upload your revised résumé to Job Mine

### TIPS to enhance your résumé:

- Create a reference page of 3 to 4 people that can best highlight your skills to the specific position for which you are applying. Be sure to ask them if you can use them as references before you list them.
- Create or update your LinkedIn profile with an updated résumé and a professional photo.