

EXPERIENCED RÉSUMÉ SAMPLE

For a review, e-mail: careers@utep.edu

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documents here



Pedro Minero

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SUMMARY OF QUALIFICATIONS

- Two years of publication and communication management experience
- Proficient use of Illustrator, Photoshop, Corel, InDesign and Final Cut Pro
- Experience in collaborating with diverse internal and external partners for four years
- Advanced 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

UTEP Student Publications

El Paso, TX

- 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

HealthCare Facility

El Paso, TX

- Worked in a team of two to develop user-friendly interface for online applications, work orders and collection of payments
- 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 (written and oral)
- Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
- Extensive use of MS Suite
- 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 and your [Linkedin URL](#)

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

UTEPEDGE

These Edge experiences can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships](#) in your field



Consider study [abroad/study away](#)



Get involved with [student organizations and activities](#)

5. Experience/School Projects

- ___ includes paid/unpaid volunteer, internship, co-op experiences or projects completed while in high school (e.g. yearbook, technical projects)
- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes dates of employment (month/year)
- Accomplishment Statements:
- ___ highlights your accomplishments and contributions to the organization
- ___ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)
- ___ uses action words to describe what you did on the job (e.g. participated, collaborated, managed \ etc.)
- ___ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job (e.g. Managed five members...)

6. Relevant Activities/Memberships

- ___ emphasizes leadership roles and any officer positions
- ___ includes school and/or community memberships or activities (sports, orchestra, student government, etc.)
- ___ includes dates of participation (month/year)
- ___ includes athletic, fine arts, student council activities

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 Instagram promotion)

YOUR NEXT STEPS:

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

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UNIVERSITY CAREER CENTER

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