

# FRESHMAN LIBERAL ARTS RÉSUMÉ

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

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## Arthur Liberalis

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### OBJECTIVE (Optional)

To secure a multimedia editor position with UTEP's Student Media and Publications leveraging my expertise in content production and publishing to contribute to the organization's growth and achieve a heightened level of professionalism.

### EDUCATION

Bachelor of Arts in Multimedia Journalism with a minor in Film 05/20XX  
**The University of Texas at El Paso (UTEP)**

**BEST High School**, El Paso TX GPA: 95.5/100 06/20XX

#### Honors & Awards

Top 10% of 20XX Class  
Academic Decathlon Gold Medal for Speech, 04/20XX

### EXPERIENCE

*Crew Member* 06/20XX – 04/20XX  
**Baskin-Robbins** El Paso, TX

- Assisted more than 20 customers per day by serving and suggesting different ice cream flavors
- Followed food safety protocols when fulfilling order requests to maintain compliance with inspections
- Supervised drive-thru and walk-in customer traffic flow with a team of three coworkers

### CAMPUS ACTIVITIES

*Student Life Writer and Photographer* 09/20XX – 05/20XX  
**Online Newspaper, BEST High School** El Paso, TX

- Served as a staff writer covering more than 35 student activities
- Took photographs of athletic events for various social media outlets

*Vice President* 09/20XX – 05/20XX  
**Student Council, BEST High School** El Paso, TX

- Participated on the Drugs, Alcohol, Safety, and Health (DASH) committee by organizing blood drives and coordinating events and conferences with local organizations to promote DASH awareness on campus
- Helped plan events such as fundraisers, pep rallies, elections, parades, and dances.

*Member* 07/20XX – 08/20XX  
**Yearbook Staff, BEST High School** El Paso, TX

- Created designs, layouts, and photographs on a weekly basis to showcase the high school's experiences
- Worked with a team of three members and a school advisor to plan sessions and establish deadlines

### SKILLS

- Fluent in English and conversational in Spanish, with a basic understanding of French
- Experienced in using Walsworth, InDesign, Adobe Photoshop, Canva, Flex WordPress, MS Word and PowerPoint
- Skilled in social media platforms: Instagram, Twitter, and Facebook

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant 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

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

### Communication (Oral/Written)

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

### Teamwork/Collaboration

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

### Technology

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

### Leadership

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

### Professionalism/ Work Ethic

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

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

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

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

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