

EXPERIENCED RÉSUMÉ SAMPLE

Pro Tip: Tailor your résumé to match the job description.

For a review, email: careers@utep.edu



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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
- For years of experience in collaborating with diverse internal and external partners
- 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 Media & 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, X, 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 Intern

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

Member, **UTEP Digital Media Production Association**

El Paso, TX, 08/20XX – Present

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 & CERTIFICATIONS

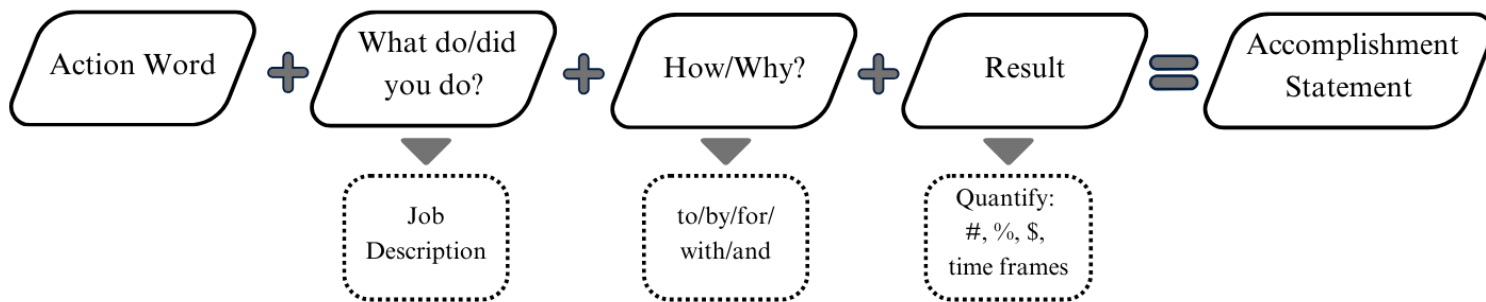
- Bilingual: Spanish and English (written and oral)
- Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
- Proficient in social media advertisement: X, Facebook, Instagram, and LinkedIn
- Digital Marketer (Coursera Career Academy)

09/20XX

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

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



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

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

Teamwork/Collaboration

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

Critical Thinking/Problem Solving

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

Technology

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

Leadership

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

Professionalism/Work Ethic

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

Career & Self Development (Confidence/Advocacy)

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

Updated: 06/18/25