

EXPERIENCED RÉSUMÉ SAMPLE

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

See more
documents here



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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, 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 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: X, Facebook, Instagram, and LinkedIn

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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