

DIGITAL MEDIA PRODUCTION RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed

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EDUCATION

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

Anticipated: XX/202X
Overall GPA: 4.00/4.00

Awards

Miners Choice Award (fan favorite) Short Story category Fall 202X, UTEP Student Film Festival
202X recipient, Femme Frontera Film Grant

INTERNSHIP EXPERIENCE

Multimedia Intern

XX/202X – XX/202X

UTEP Student Media & Publications

El Paso, TX

- Composed and filmed ten stories as assigned by editor within set deadlines
- Collaborated with the photo editor, art director, designer, and photographer to create visuals to accompany stories using Adobe Photoshop

Technician Intern

XX/202X – XX/202X

iHeart Media

El Paso, TX

- Helped with promotional on-site events, media presence, radio board operation, and commercial production
- Troubleshoot live and on-air operations to ensure execution of performance timeline

STUDY ABROAD

International Scholar

XX/202X – XX/202X

UTEP Study Abroad – Layers of Rome

Rome, Italy

- Worked with a multidisciplinary team of students and faculty to research, shoot and edit a video on Italian history, art and culture
- Completed an interactive project: "Preserving Identities: Mausoleum of Santa Costanza"

STUDENT ORGANIZATIONS

Vice-President

XX/202X – 00/202X

Filmmakers at UTEP

El Paso, TX

- Facilitated professional development workshops in screenwriting, music composition, and video editing
- Developed fundraiser with local community members to bring awareness of student media projects

VOLUNTEER EXPERIENCE

Theater Operations (Tech) Volunteer

XX/202X

El Paso Film Festival

El Paso, TX

- Aided with various technical aspects of film screening, such as talkback with projection booth, and the daily operations of screening set-up and breakdown

PROFESSIONAL ASSOCIATION

Conference Attendee

XX/202X

The International Digital Media and Arts Association (iDMAa)

Winona, Minnesota

202X iDMAa 202X: Weird Media

SKILLS

- Skilled in Apple Final Cut Pro and iMovie, Adobe Premier Pro, and After Effects, as well as Magix Vegas Pro
- Skilled in audio editing software such as Adobe Audition and WavePad
- Skilled in image editing and design software like Adobe Photoshop and Illustrator
- Intermediate proficiency in Spanish (reading and writing)
- UX Designer Certification from Coursera – 00/20XX

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	

Updated: 08/23