

Functional Resume Sample

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OBJECTIVE

An entry-level graphic design position.

SUMMARY OF QUALIFICATIONS

- Experienced in design for print publications and web sites.
- Proficient in most commonly used computer design applications.
- Education in design and general fine arts.
- Able to communicate well with clients and meet deadlines.

RELEVANT SKILLS AND EXPERIENCE

Creativity/ Design

- Redesigned several web sites to make them more appealing and user-friendly.
- Created logo and advertising layouts for local café.
- Designed newsletters for student groups.

Organizational and Leadership

- Secured financial support for school newsletter.
- Served as a group leader and student member at Student Association.

Sales and Promotion

- Helped prepare promotional material for school e-newspaper.
- Pitched graphics course to other schools.
- Produced letterhead and business cards for several clients.

Computer Skills

- Quark Xpress
- Dreamweaver
- Adobe Photoshop and Illustrator
- Microsoft Office with PowerPoint

WORK EXPERIENCE

08/2001- Present Web Designer Hollandstudents.com
Holland, Michigan

06/2001- 07/2001 Assistant Web Designer
Hope College, Hillel, Michigan

08/1999-12/1999 Creative Designer
Cumulusonline.com, St. Cloud, Minnesota

EDUCATION

Hope College, Holland, Michigan, May 2001
A.A. degree in art, 3.2 GPA