

FIRSTNAME LASTNAME

tstudent1@students.towson.edu | 410.000.000 | Rural, MD

EDUCATION:

Bachelor of Fine Arts in Art + Design, Graphic Design concentration

| Towson University, Towson, MD |

May 20xx

Dean's List: Fall 2007–present

Invitation to the National Collegiate Honor Society

Invitation to the Golden Key Society

RELATED COURSEWORK: Graphic Design II, Typography II, Digital Object Design

SKILLS: Adobe InDesign, Adobe Photoshop, Typography, Microsoft Office

INTERNSHIP EXPERIENCE:

Towson University Design Center, Towson, MD

| Intern, Design Department |

Sept. 20xx–present

- Design a variety of pieces for the departments of Towson University including athletic media guides, event posters, event programs and tickets, and brochures through the use of InDesign, Illustrator, and Photoshop
- Develop and establish client relationships using interpersonal skills
- Establish innovative solutions to problems according to project parameters

WORK EXPERIENCE:

CSG Commercial Builders, White Marsh, MD

| Marketing Assistant |

July 20xx–Jan. 20xx

- Expanded communication skills with professional phone etiquette and daily interaction with clients and vendors
- Analyzed and improved the company's new Web site
- Demonstrated professionalism and dedication to achieving company goals
- Maintained organization of multiple construction projects' vendors and bidders
- Designed marketing pieces such as brochures or Web ads to increase clientele

BTR Capital Group, Lutherville, MD

| Administrative Assistant |

Dec. 20xx–May 20xx

- Designed company envelopes, binder covers, and labels through the use of Photoshop and InDesign
- Developed professional relationships and proper business conduct through constant communication with co-workers and clients
- Committed to a highly self-motivated work environment with little supervision
- Organized and maintained company documents, client information, and project files