

EXAMPLE OF ARTS, HUMANITIES, COMMUNICATION, AND DESIGN RESUME

Eddie Eagle

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PROFESSIONAL SUMMARY

Innovative and eager Visual Designer with experience creative and developing websites, application designs, and digital content for clients. Experience with project management, leadership, and trouble-shooting under pressure. Additional skills include multitasking, verifying codes, and utilizing other digital mediums to produce great websites.

SKILLS

- Adobe Creative Suite
- Graphic Design
- HTML/CSS/JavaScript
- Web Server Management
- Responsive Design
- Visual Design
- Web Server Management
- SketchUp

WORK EXPERIENCE

ABC Company

Junior Graphic Designer

Tallahassee, FL

02/2022 to Present

- Utilize Adobe Illustrator and InDesign to create images, layouts, and designs for company branding
- Create and distribute content on social media platforms to increase consumer analytics by 30%
- Assist team with creating eye-catching visuals and designs across multiple websites, improve application use, and boost brand identity on multiple platforms

ABC Company

Office Assistant

Tallahassee, FL

02/2022 to Present

- Attend weekly department meetings, record minutes of each meeting, and email directors meeting summaries with accurate record keeping
- Greet and assist clients, and manage appointments for company directors
- Organize files, maintain documentation, and trouble shoot client concerns within a timely manner

EDUCATION

Associate in Science, **Graphic/Web Design Technology**

Tallahassee Community College

GPA: 3.5

August 2022

Tallahassee, FL

MEMBERSHIPS

Tallahassee Community College, **Art Club**, *Member*

08/2020-06/2022

Tallahassee Community College, **Eyrie Literary and Art Magazine**, *Editor*

01/2020-08/2021