

## FIRSTNAME LASTNAME

Rural, MD

410.000.000

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**GOAL:** A position in graphic design that uses design, communication and organization skills

### EDUCATION:

- Bachelor of Science in Arts, 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

### 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**  
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  
Designed company envelopes, binder covers, and labels through the use of Photoshop and InDesign