

FIRSTNAME LASTNAME

Baltimore, MD

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OBJECTIVE To obtain a Design Manager Position with Boston Design Group

EDUCATION

Bachelor of Science, Art and Design | Towson University, Towson, MD | May 20xx

- Dean's List, Dec 20xx-present
- AIGA, Towson University Chapter, the professional association for design
- Fund 50% of education by maintaining part-time job and full-time course load
- Related Coursework: Illustration Concepts for Designers, Experimental Interactive Media, Advanced Exhibit Design, Social Issues in Topography
- Honors: National Collegiate Scholar, Golden Key International Honour Society

Associate of Arts, Art | Frederick Community College, Frederick, MD | May 20xx

DESIGN EXPERIENCE

Intern | Towson University Design Center, Towson, MD | Sept 20xx-Present

- Design over 10 marketing pieces for University clubs, departments and organizations
- Create media guides, event posters, programs, and brochures using InDesign
- Develop and establish client relationships using social marketing tools such as Facebook
- Devise innovative solutions to problems with hundreds of customers while working within project parameters

Volunteer | Baltimore Design Team, Baltimore, MD | Aug 20xx-May 20xx

- Designed 24 Web sites for non-profit organizations in the greater Baltimore area
- Assessed the marketing needs of three, public high school athletic teams and organized cost-effective outreach using Facebook, Instagram, and Twitter

ADDITIONAL EXPERIENCE

Marketing Assistant | ELG Commercial Builders, Lillington, NC | May-Aug 20xx

- Developed telephone outreach strategies to expand company communication
- Managed daily interaction database while initiating phone and email contact with vendors
- Maintained and updated company Web site using Adobe Dreamweaver
- Collaborated with marketing team of six to design brochures, flyers and Web ads for five malls and department stores across the United States

Administrative Assistant | ABI Capital Group, Lillington, NC | May 20xx-Jan 20xx

- Maintained company documents, client information and project files daily
- Worked in teams to design company envelopes, binder covers and labels
- Created and presented two workshops on proper business conduct and etiquette

LEADERSHIP

Member | Best Buddies International, Towson, MD | Oct 20xx-Present

- Update Web site calendar for yearly events, conferences and meeting
- Create a focus group dedicated to feeding hungry children in Baltimore City

Volunteer | Habitat for Humanity, Towson, MD | Sept 20xx-Present

- Train peer networking groups of 12 to recruit members for organizational projects

Performer | Modern Dance Club, Towson, MD | May 20xx-Jan 20xx