

Microsoft Office Suite

* Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients.
* Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines.
* Recommended and consulted with clients on the most appropriate graphic design options based on their overall marketing goals.
* Created 4+ design presentations and proposals a month for clients and account managers.

45 Winfield Dr., Charleston, SC, 90764

HTML / CSS

GRAPHIC DESIGNER

from Resume Genius

123 . 456 . 789

AmeliaRoberts@gmail.com

Linkedin.com/username

Team Leadership

Adobe Creative Suite

English / Spanish

Problem Solving

education

contact

professional profile

Senior Graphic Design Specialist with 6+ years of experience in the management of the complete design process, from conceptualization to delivery. Expert at interdepartmental coordination and communication. Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign), Microsoft Office Suite, and web design applications (Dreamweaver, HTML). Able to stretch the boundaries of web design and digital storytelling to help my client’s brands stand out.

professional experience

WEB DEVELOPMENT CERTIFICATE Rochester Institute of Technology, Rochester, NY  
*2008 - 2010*

key skills

awards

EMPLOYEE OF THE MONTH   
April 2018 / Experion

SENIOR GRAPHIC DESIGN SPECIALIST   
*Experion, New York, NY / 2016 - Present*

* Lead in the design, development, and implementation of the graphic, layout, and production communication materials while helping clients cut their costs by an average of 12%.
* Delegate tasks to the 7 members of the design team and provide counsel on all aspects of the project.
* Supervise the assessment of all graphic materials in order to ensure quality and accuracy of the design.
* Oversee the efficient use of production project budgets ranging from $2,000 - $25,000.

GRAPHIC DESIGN SPECIALIST

*Stepping Stone Advertising, New York, NY / 2012 - 2016*

B.A. FINE ARTS / GRAPHIC DESIGN Rochester Institute of Technology, Rochester, NY  
*2010 - 2012*

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)