MARION ARTIS

3411 Shady Lane ● Norfolk, NE 68701 ● (xxx) xxx-xxxx ● mart@rmail.com

OBJECTIVE

To obtain the Graphic Design position at Smart Print

EDUCATION

Associate of Applied Science Degree
Program of Study: **Graphic Design**
Northeast Community College, Norfolk, Nebraska
Expected Graduation: May [year]
GPA: 3.8

RELATED COURSES

- Digital Pre-Press
- Layout and Design
- Web Page Development
- Drawing Logic
- Dreamweaver, Flash, Fireworks
- Principles of Marketing
- Package Design

EXPERIENCE

Graphic Designer Internship, CFC Productions, Omaha, Nebraska   May [year]-Present
- Manage and coordinate design projects from start through completion.
- Work with clients to create designs to fit their needs.
- Create marketing strategies.
- Web page development for clients.

Production Operator, Chief Printing & Design, Omaha, Nebraska   April [year]-August [year]
- Read job orders to determine the type of work, quanitities produced and materials needed.
- Operated office machines such as complicated photocopiers, reader/scanners, folding and inserting and binder machines.
- Sorted, assembled, and proofed work.

Lifeguard, City of Norfolk, Nebraska   Summer, [year]
- Taught swimming lessons to all ages and levels of swimmers.
- Ensured safety of patrons through enforcement of pool policies.

Grocery Carry Out, Joe's Market, Norfolk, Nebraska   June [year]-May [year]
- Sack and carry out groceries for customers.
- Stocked shelves.

ACTIVITIES & HONORS

American Institute of Graphic Arts
Art Club
Intramural Sports
Board of Governor's Scholarship Recipient

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REFERENCES

Mr. Current Employer	Ms. Former Employer	Mr. Instructor
Title	Title	Title
Company Name	Company Name	College
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code
(XXX) XXX-XXXX	(XXX) XXX-XXXX	(XXX) XXX-XXXX
Email Address	Email Address	Email Address

OTHER TIPS:

- All resumes are different….choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
    This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.