EXPERIENCED RÉSUMÉ SAMPLE
Pro Tip: Tailor your résumé to match the job description.
For a review, email: careers@utep.edu

Access Additional Career Documents

Pedro Aggie

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SUMMARY OF QUALIFICATIONS

- Two years of publication and communication management experience
- Proficient use of Illustrator, Photoshop, Corel, InDesign and Final Cut Pro
- For years of experience in collaborating with diverse internal and external partners
- Advanced experience utilizing web analytics for maximizing advertising revenue

EDUCATION

Bachelor of Arts in Digital Media Production with a minor in Graphic Design   Awarded: 05/20XX
New Mexico State University (NMSU)   Overall GPA: 3.75/4.00
                                                                                           Major GPA: 4.00/4.00

RELEVANT EXPERIENCE

Graphic Designer   06/20XX – Present
UTEP Student Media & Publications   El Paso, TX

- Prepare various graphics, designs and layout options to discuss with clients on a weekly basis
- Produce 25% of graphic designs for print and online newspapers, fliers and web pages with a readership of 3,000 people on average
- Manage client project feedback through WRIKE database to ensure quality designs
- Increase revenue 10% by incorporating dynamic customer stories in social media platforms (e.g. Instagram, Facebook, X, LinkedIn)
- Supervise three student employees that assist over 15 departments with their graphic identity needs
- Conduct hiring, training, leadership opportunities, performance evaluations, and one-on-one meetings with student staff

Media Intern   08/20XX – 05/20XX
HealthCare Facility   Alamorgordo, NM

- Worked in a team of two to develop user-friendly interface for online applications, work orders and collection of payments
- Conducted market research and established a marketing campaign using a customer relationship management tool for target populations
- Performed monthly reviews of 35 web pages to update content and online forms resulting in a 2% increase for online payment methods

OTHER EXPERIENCE

Member, **NMSU Digital Media Production Association**   Las Cruces, NM, 08/20XX – Present
Math Tutor, **Dona Ana Community College (DACC)**   Las Cruces, NM, 01/20XX – 12/20XX
Sales Associate, **Old Navy**   El Paso, TX, 06/20XX – 10/20XX

SKILLS & CERTIFICATIONS

- Bilingual: Spanish and English (written and oral)
- Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
- Proficient in social media advertisement: X, Facebook, Instagram, and LinkedIn
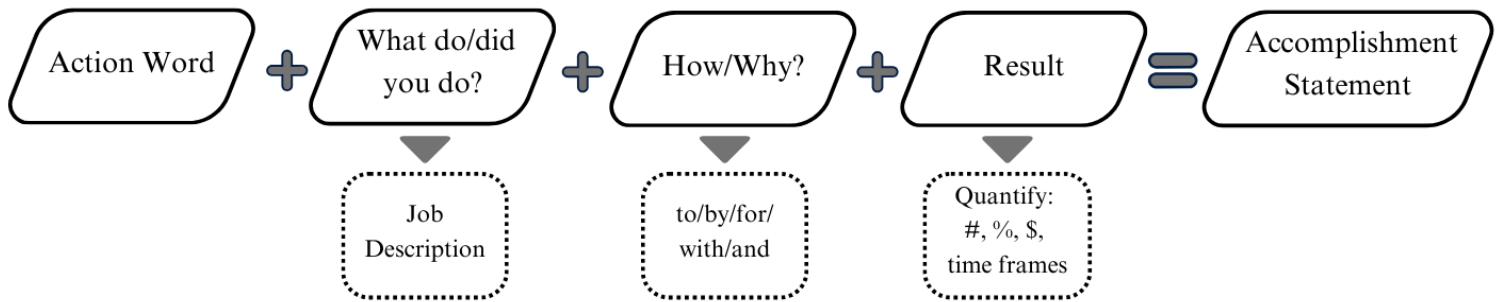- Digital Marketer (Coursera Career Academy)   09/20XX

NM STATE

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

See examples of accomplishment statements in the "Experience Section" on page one.

Action Word ➕ What do/did you do? ➕ How/Why? ➕ Result ➡️ Accomplishment Statement

Job Description → to/by/for/with/and → Quantify: #, %, $, time frames

Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Updated: 06/.18.25