

# EXPERIENCED RÉSUMÉ SAMPLE

Pro Tip: Tailor your résumé to match the job description.

For a review, email: oel.nmsu.edu

## Pedro Aggie

(575) 747-0000 | paggie@oel.edu | in/aggie\_nmsu | behance.com/pedro\_aggie

### 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

|                                                                                    |                        |
|------------------------------------------------------------------------------------|------------------------|
| <b>Bachelor of Arts in Digital Media Production with a minor in Graphic Design</b> | 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 |
| <b>UTEP Student Media &amp; Publications</b> | 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 |
| <b>HealthCare Facility</b> | Alamogordo, 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

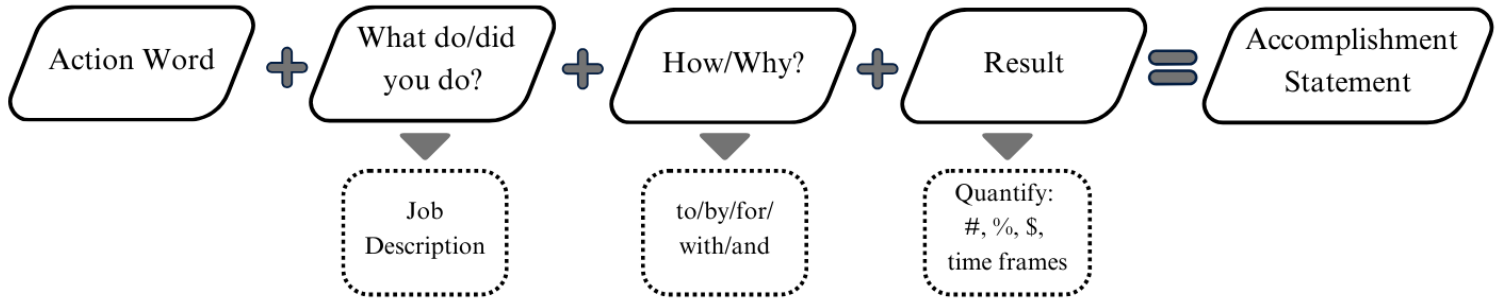
- Bilingual: Spanish and English (written and oral)
  - Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
  - Proficient in social media advertisement: X, Facebook, Instagram, and LinkedIn
  - Digital Marketer (Coursera Career Academy)
- 09/20XX



# 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 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     |