

# Jane Doe

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## OBJECTIVE

Seeking a Communication Arts Technology internship that uses my educational background, computer skills, and creativity.

## EDUCATION

**Jefferson Community and Technical College**  
*Associate in Applied Science in Communication Arts Technology*

Louisville, KY  
Presently Attending

## SUMMARY OF SKILLS

- Demonstrates ability to produce a wide variety of graphic products, including newsletters, business cards, letterheads, and programs.
- Adept at clearly communicating ideas visually; can visualize concepts in three dimensions.
- A problem solver who is able to work in a high pressure environment.
- Creative individual who can consistently meet deadlines.
- Excellent project management and collaboration skills.

## COMPUTER SKILLS

- Proficient in using Microsoft Office (Word, Excel, PowerPoint, and Publisher)
- Experienced in using both Mac and PC based environments
- Adept in using the following Adobe products: Photoshop, Dreamweaver, Illustrator, InDesign, and After Effects
- Knowledge of HTML, CSS, and Javascript

## RELATED PROFESSIONAL EXPERIENCE

Kentucky Center for the Performing Arts

Louisville, KY  
8/2015 to 5/2016

### Graphic Design Intern

- Assisted in designing programs for center performances.
- Collaborated with marketing director to create quarterly Center newsletter.
- Wrote weekly updates for the Center's website.
- Researched other non-profits with successful branding or design systems and presented findings at Center's annual professional development conference.

KY Humane Society

Louisville, KY  
1/2014 to 7/2015

### Volunteer Graphic Designer

- Created layout and color scheme for volunteer brochure.
- Co-collaborated to develop the print and online flyer and logo for an annual fundraising event.
- Utilized Photoshop to enhance all photos placed on the Humane Society's public website.
- Designed new business cards for all staff members.

## WORK EXPERIENCE

### UPS

*Package Handler*

Louisville, KY  
1/2016 to Present

## ACCOMPLISHMENTS

- **2<sup>nd</sup> place Logo Design**, Adobe Design Achievement Award, 2016
- **1<sup>st</sup> place Packaging Design**, American Advertising Awards, 2015
- **Dean's List**, Fall 2015 and Spring 2016