

# Jane Doe

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j.doe.graphicdesignportfolio.wordpress.com

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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 of Applied Science in Communication Arts Technology  
Concentration- *Graphic Design*

Louisville, KY  
Currently Attending  
GPA 3.5

## SKILLS & ABILITIES:

- 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 can work effectively in a high-pressure environment.
- Creative individual who can consistently meet deadlines.
- Excellent project management and collaboration skills.
- Highly experienced in visual design and storytelling, typography, advanced graphic design, media production, and dynamic visual design.

## 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

*Graphic Design Intern*

Louisville, KY  
03/2022 - Present

- 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

*Volunteer Graphic Designer*

Louisville, KY  
1/2020 - 03/2022

- 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.

## ADDITIONAL WORK EXPERIENCE:

### UPS

*Package Handler*

Louisville, KY  
08/2021 - Present

- Organize packages into cannisters, pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.

## COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **Adobe Design Achievement, 1<sup>st</sup> place Logo Design Award Recipient** 2023
- **American Advertising, 2nd place Packaging Design Award Recipient** 2022
- **Metropolitan College, Participant** 08/2022 - Present