

# EXPERIENCED RÉSUMÉ SAMPLE

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Pedro Minero

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### SUMMARY OF QUALIFICATIONS

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- 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

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#### Bachelor of Arts in Digital Media Production with a minor in Graphic Design

The University of Texas at El Paso (UTEP)

Awarded: 05/20XX

Overall GPA: 3.75/4.00

Major GPA: 4.00/4.00

### RELEVANT EXPERIENCE

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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

El Paso, TX

- 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

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Member, UTEP Digital Media Production Association

El Paso, TX, 08/20XX – Present

Math Tutor, El Paso Community College (EPCC)

El Paso, TX, 01/20XX – 12/20XX

Sales Associate, Old Navy

El Paso, TX, 06/20XX – 10/20XX

### SKILLS & CERTIFICATIONS

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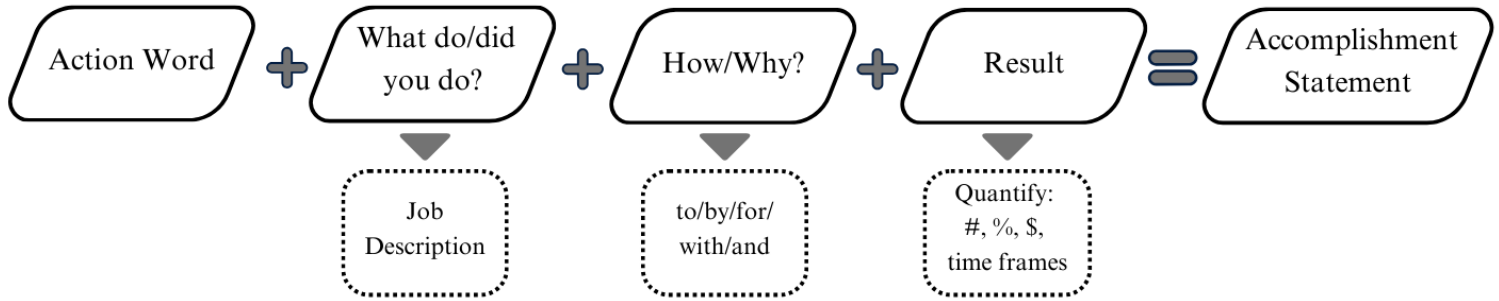
- Bilingual: Spanish and English (written and oral)
- Advanced knowledge of Adobe Creative Suite, WRIKE, Final Cut Pro, Cascade and Corel
- Proficient in social media advertisement: X, Facebook, Instagram, and LinkedIn
- Digital Marketer (Coursera Career Academy)

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

Updated: 06/24/24