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|  | 🞂Jane Doe  123 The Drive Lane  Phone: 123-456-7890  E-mail: jddoe@myemail.com |

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|  | Objectives  To obtain a Graphic Design position where advanced graphic and creative skills will produce quality products for agency customers.  Education  B.S., Computer Graphics, University College (May 2000)   * GPA 4.0/4.0 * Member of Honor Society   Experience  Desktop Publisher (2006 – 2007)  Universal Graphics X2 Inc. (4506 Main Street, Atlanta, GA)  Responsibilities included creating documents on both IBM and Macintosh systems, using a scanner to upload original illustrations, and creating corporate logo packages. Managed customer account database  which included contracts and files.  Graphic Artist Consultant (2002 – 2006)  Universal Graphics X2 Inc. (4506 Main Street, Atlanta, GA)  Provided support to the advertising executives by researching products and industry trends. Participated in client/designer meetings on a weekly basis.  Skills   * Communication: Presented New Employee Orientation for all new employees. * Art and graphics: Extensive knowledge of multiple software packages and delivery methods.   Awards   * 2007 Community Service Award * Creative Art Expression Award * Youth Advocate Mentoring Award * Literacy in Schools: Person of the Year * National Arts Scholar |