

NAME

Address Apt. #8B  
Brooklyn, NY 11205

Phone

Email @gmail.com



[if you have a facebook/twitter page, list it here, with logos. Make these smaller]

seeking an Internship in an innovative media company or organization.

As a young creative professional, I look forward to the opportunity to put my talents and education to work in a world-class publishing or communications organization.

### Profile

- I am a detail-oriented person who combines vital creative and production skills to accomplish all types of print media projects.
- Clear, strategic reasoning to express concepts and manage expectations.
- Fully capable in both Mac and PC computer platforms

### Employment Experience

College Tutoring Assistant | New York City College of Technology College Learning Center  
September 2006 – Present

Responsible for the oversight and data-entry of students referred to the tutoring Program at the College's Learning Center.

[If you worked anywhere else, list it here using the format above]

### Education

Candidate for The Bachelor of Technology Degree in Graphic Arts Management, June 2012.

### Computer, Digital and Software Capabilities

- Full mastery of Adobe CS5: Photoshop, InDesign, Illustrator, Acrobat, Bridge
- Also expert in Windows Office Suite: Word, Excel, Power Point, Outlook
- Quark XPress [If you know other software, list it here]
- Internet search and research capabilities
- Social Media Outlets: Facebook, Twitter, LinkedIn
- Knowledgeable in wireless communications systems [can you work an I-pad, blackberry, etc?]

### Relevant Skills

Gained through coursework and personal project realization

- Digital Imaging Production
- Desktop Publishing Production
- Production Management
- Vector Art

### Scholastic Activities and Awards

- Member of Gamma Epsilon Tau, a nation graphic arts fraternity, NYCCT Chapter
- Winner of the NYCCT Advertising Design and Graphic Arts Department Honorable Professional Development Award, June 2011

### Life Experience:

[If you did something really cool--like driving across the country or saving someone's life--write it here]