

Name

http://www.yourwebsite.com
youremail@loop.colum.edu

Address
Phone number

SUMMARY OF QUALIFICATIONS

- This section can provide an overview of your strongest qualifications
- Use this in place of an objective statement for more impact
- Remember to always keep it focused on the job you are applying to

EDUCATION

Bachelor of Arts (use the correct name of your degree) Expected Grad Date
Concentration or Minor GPA: (if over 3.0)
College; City, State (you only need the school you will get a degree from- transfers optional)
A small # of relevant courses can go here if you think it adds something.

RELATED EXPERIENCE

Company City, State
Title Dates

- Avoid simply including a laundry list of responsibilities
- Describe your duties and accomplishments by focusing on what is most related
- Integrate skills whenever possible, focusing on both technical skills, and the transferable skills that make you a good employee
- Bullet points ensure that your description is a quick, easy read

Company City, State
Title Dates

- Aim for 3 – 5 bullet points per job, depending on how closely related it is
- It's ok to separate your work experience into two different sections- especially when you build more related experience
- Your related experience section can include jobs, internships, volunteering, and anything else you construe as professional and relevant

OTHER EXPERIENCE

Company City, State
Title Dates

- Show, don't tell! Including details or outcomes from your work can make a strong impact
- Think about what you did well on the job- not just what you did

Company City, State
Title Dates

- Even when a job is unrelated on the surface, think about the skills you demonstrated, establishing a work history, time management, and other important skills
- You also don't have to include all of your jobs. Older positions can be cut for space

OTHER SECTIONS

Other sections you can include are volunteer experience, campus clubs and organizations, professional memberships, specialized skills (computer, language), performances, or exhibits

Management Student

2003 South Avenue
Chicago, Illinois 60605
312-555-1992
aemmstudent@gmail.com

REFERENCES

Christie Andersen
Career Development Specialist- Columbia College Chicago
(former supervisor at University of Missouri Career Center)
ceandersen@colum.edu
312-369-6985

Dr. Jane Smith
Instructor, Fashion Studies – Columbia College Chicago
janesmith@colum.edu
312-555-5555

Bob Yates
General Manager- Bloomingdale's
byates@email.com
312-555-5555



art direction & design

Gimme full-time art direction please!

BFA Illustration 2009 Columbia College Chicago

summer@summerviolett.com
www.summerviolett.com
636.399.3573

work

FREELANCE

Chicago Fire Department & Fire Prevention Bureau 09

Awareness campaign

Porchlight Counseling 09

Branding/awareness campaign

Business Card Design 08

Cakes Ahoy & makeup artist

Storyboard Artist 08

Short film "Peer Pressure"

POSITIONS

Young Rembrandts 06

Art Teacher

Employed public speaking skills, patience, and creativity to captivate third graders to teach them art and creativity.

Cold Stone Creamery 04-06

Head Decorator

Promoted from entry-level to Head Decorator in 3 months. Worked with customers to design and create all custom cakes. Responsible for cakes from order to pick-up.

INTERNSHIPS

Bandwidth Marketing

Intern Art Director feb-may09

Clients:

O-Cedar, Youth Guidance, and Bandwidth Marketing

Projects:

- Revamped O-Cedar Microsite www.ocedar.com/hope
- Illustrated/designed concept map for pro bono client
- Built concept graphics for Bandwidth promo pitch

Emagination Murals 05

Assistant painter

awards

Silver Student Addy 09

District Winner x2

N.O.W. Love Your Body Poster Contest 09

Finalist & published in calendar

STA Jack Weiss Award 08

Chicago Design Archive inductee & Honorable Mention

Paula Pfeffer and Cheryl Johnson-Odim Political Cartoon Contest 08

Honorable Mention

David Rubin Scholarship

St. Louis Artist Guild 02

Young Artists' Showcase Jurors' Award

skills

Great in:

Photoshop CS3
Illustrator CS3
InDesign CS3
AfterEffects CS3
Traditional Media
Dance Dance Revolution

So-So in:

Final Cut Pro
DVD Studio Pro

memberships

STA, AIGA, CCC Ad Club

i like...

Metal Detecting & Insect Pins

*sparkling references available upon request



MICHAELIA KELLEY

michaelia.kelley@gmail.com | 07588 494 005 | michaeliakelley.com
37 Retreat Road, Richmond, Surrey, TW9 1NN

CAPABILITIES Thinks creatively – developing, designing, creating, including artistic contributions

Photoshop
Illustrator
InDesign

ImageReady
Flash
Dreamweaver

CSS, HTML, XHTML
Microsoft Office

EXPERIENCE **Freelance Design**

January 2009 - Present London, UK

- Designed look and feel for German Ariel Actilift product website
- Provided design support for PGA European Tour pitch work
- Developed mock site for usability testing for Shell dotcom

Freelance Web Design

September 2008 - Present Chicago, IL

- Organised and created exhibition archive site for Columbia College's [C]Spaces
- Contributed to detail design of Columbia College's Student Organisation sites

Intern (Design / Creative) – Digitas London

February - August 2008 London, UK

- Designer on 2 website redesigns for large UK companies (HomeServe, GAME.co.uk)
- Provided senior designers and art directors with design support and concepting
- Collaborated on a variety of clients (Ericsson, Lloyds TSB, Delta, Nakheel.com)
- Attended client meetings while serving the role of a junior designer

Media/Print Technician – Columbia College Chicago

September 2006 - December 2007 Chicago, IL

- Responsible for creating media assets for the department
- Assisting in the general operations of the open studios

Marketing Assistant – Kalamazoo Institute of Arts

May – August 2005 Kalamazoo, MI

- Created promotional pieces for the Dale Chihuly's *Chihuly in Kalamazoo* exhibit
- Helped develop promotional plans and pieces for children's exhibits

EDUCATION **Columbia College Chicago**

Bachelor of Arts Degree - First Class

Major: Interactive Arts & Media / Minor: Marketing

GPA 3.9/4.0 – Dean's List 6 consecutive semesters (award for high academic achievement)

EXHIBITIONS 2008 – "Complexity of Time" The Project Rm, Columbia College Chicago, Chicago, IL

2007 – "Student Showcase" F.U.E.L. Gallery, International Digital Media & Arts Association Conference, Philadelphia, PA

"Transition 2.7" Hokin Gallery, Columbia College Chicago, Chicago, IL

2006 – "I Heart Technology" Raw Space, Columbia College Chicago, Chicago, IL

"New Americana" Hokin Annex, Columbia College Chicago, Chicago, IL

Audio Production

623 S Wabash Ave
Chicago, Illinois 60605

312-369-6985
ceandersen@colum.edu

SUMMARY OF QUALIFICATIONS

- Competent use of music composition and audio recording software for professional studio sessions including ProTools, Digital Performer, Finale and Logic
- Proven leader of people and programs; detail oriented and efficient
- Self motivated professional with strong work ethic and drive to constantly improve
- Seasoned project manager that utilizes multi-tasking and time management abilities to produce superior results
- Web savvy, proficient in current word processing and reporting applications and music technology software

PROFESSIONAL EXPERIENCE

Audio Engineering Intern
Pure Audio, Chicago, IL

September - December 2009

- Created audio for 30-second television advertisement.
- Assisted engineers and studio manager with daily operations including escorting and catering to talent and executives, replenishing studio supplies, and managing front desk, phones and filing.
- Organized and created filing system for all session paperwork and talent scripts for 2007

Freelance Audio Designer

May – December 2008

- Designed and mixed audio for post production video, animation and imagery
- Assisted with maintaining and installing studio software and equipment with current technologies
- Consulted and trained clients on industry standard digital audio workstation production techniques and practices
- Clients and Credits: Discovery LLC, The Military Channel, PBS (in production), The Gerard Institute (in production)

OTHER EXPERIENCE

Event Coordinator/Office Manager
Union League Club; Chicago, IL

April 2007 – August 2008

- Coordinated large group bookings, corporate events, leagues and tournaments for groups of up to 200 people.
- Administered and managed donation program including processing and receiving procurement requests, award allocation, and recipient donation tracking.
- Trained employees, created and managed schedules, and implemented procedures to improve efficiency
- Served as liaison between employees and management via effective verbal communication, logbooks, and email.

EDUCATION

Bachelor of Arts, Audio Arts and Acoustics
Concentration in Audio Design and Production
Columbia College Chicago

Graduation: May 2010
GPA: 3.8/4.0

JOURNALISM EXPERIENCE

The Windy City Times: Intern, Freelancer {windycitymediagroup.com}
[September 2009- Present]:

The Windy City Times is Chicago's premier GLBT publication. Some of the events I have covered included political events, protests and celebrity interviews. At the end of my internship, I was hired on as a freelance writer.

Columbia College Chicago: Freelancer, staff writer
[May 2010 - Present]:

I freelanced for Columbia's annual Manifest urban arts festival, an event that attracts thousands. Three articles of mine were published in the accompanying program, which was distributed to all attendees. I now write for the weekly newsletter.

Tribune Interactive, The Syndicate: Intern
[May 2009-August 2009]:

The Syndicate provides content to the Tribune's many broadcast affiliate's websites, as well as radio, some print publications and other companies. In the internship, my responsibilities include aggregating content, web design, creating original feature content and reporting on breaking news.

TimeOut Chicago: Campus Ambassador
[January 2009-May 2010]:

This program is mainly marketing-oriented, utilizing viral marketing, on-campus events and peer contact. Working with a team on my college's campus and the marketing department of TimeOut Chicago, we promote the magazine.

National Lesbian and Gay Journalists Association: Intern {http://nlgjaconvention.org/2009}
[September 2009]

As an intern at NLGJA's annual convention, I reported upon the organization, the convention, and the host city (Montreal). I gained more exposure in other media such as video, audio and photojournalism.

EMPLOYMENT AND INVOLVEMENT

Columbia College, Orientation Leader {colum.edu/Students/First_Year_Experience}
[June 2010-Present]

Orientation leaders are in charge of every student orientation, a required event for all new and transfer students coming to Columbia. We help them learn everything from scheduling to safety in Chicago during a daylong orientation.

The Trevor Project, Youth Advisory Council Member
[September 2009-Present]

The Trevor Project is the nation's only 24-hour suicide prevention hotline for GLBT youth. As a Youth Advisor Council member I lead forums and workshops on what the Trevor Project does to spread the message of the organization.

Columbia Student Government Association {colum.edu/sga}
[September 2009-Present]

I am an at-large representative for Columbia College Chicago's Student Government Association. We are responsible for maintaining a student voice within administration.

Advertising and Recruitment Co-Chair, Common Ground {queercolumbia.com}
[September 2009-May 2010]

As co-chair for Advertising and Recruitment with Common Ground, Columbia's GLBT group, I help lead in-house advertising campaigns as well as membership recruitment.

The Chicago Club, Front Desk Agent
[September 2008-February 2010]

As an agent at this private businessman's club, I make reservations for our sleeping rooms, in-house restaurant, help members with concierge services and more. Customer service and a deadline-driven environment make it a challenging and rewarding position.

EDUCATION

Columbia College Chicago, Interdisciplinary major between Journalism and Interactive Arts + Media,
Minor: American Sign Language
[Expected graduation date: May 2012]

SPECIAL SKILLS

Advanced in Photoshop, Adobe Illustrator and InDesign. Experience with TextWrangler, Dreamweaver, Microsoft Visual Studio and Microsoft Visio. Solid reporting and writing skills for print and web, video and audio content.

Fluency in HTML and CSS, some experience in JavaScript, C#, XML. Fluency in Wordpress, experience with other CMS platforms.

Basic knowledge of Spanish and an intermediate knowledge of American Sign Language, which is used throughout North America.

Three years in the customer service industry, bringing me excellent conduct in personal interaction.

Management Student

2003 South Avenue
Chicago, Illinois 60605
312-555-1992
aemmstudent@gmail.com

SUMMARY OF QUALIFICATIONS

- Aspiring event planner with experience in non-profit events and logistics
- Experience with leadership and coordination of volunteers
- Skilled written and verbal communicator with strong multitasking abilities

EDUCATION

Bachelor of Arts in Arts Entertainment and Media Management Expected May 2011
Concentration in Performing Arts Management GPA: 3.5/4.0
Columbia College Chicago; Chicago, Illinois

EVENT PLANNING EXPERIENCE

Chicago Festival Association Chicago, Illinois
Production Intern May – December 2010

- Provided event planning support for the 2008 Thanksgiving Day Parade
- Updated festival website weekly with new information for the public
- Contacted vendors daily to ensure necessary deadlines were being met
- Shadowed event accountant to learn budget development and management
- Oversaw team of ten volunteers in the weeks leading to the parade
- Addressed last-minute issues the day of the parade

Chicago Gateway Green Chicago, Illinois
Event Logistics Volunteer January – May 2009

- Managed “day-of” checklist of duties for the annual tree-planting day
- Delegated tasks to team of 15 volunteers to ensure smooth operations
- Wrote web content to encourage community members to attend and donate to the cause

OTHER EXPERIENCE

Macy’s Department Stores Chicago, Illinois
Sales Associate January 2008 – present

- Provided friendly service to build customer relationships
- Exceeded sales goals each quarter and led the department in sales for 2007

Columbia College Chicago Library Chicago, Illinois
Visual Resources Student Assistant February 2007 – December 2007

- Maintained a frequently used slide collection by keeping slides organized
- Assisted faculty in quickly retrieving slides for classes
- Greeted visitors to the library and guided them to appropriate resources

COMPUTER SKILLS

Advanced proficiency with Microsoft Word, PowerPoint, Excel and Access; Proficiency with PhotoShop and Dreamweaver.

Music Student

Address
Phone Number
Email

Vocal Performance

SUMMARY

- Provide a brief overview of your strongest qualifications, targeted to specific positions
- Two or three bullet points are ideal

EDUCATION AND TRAINING

Bachelor of Arts in _____
Concentration or Minor
College; City, State

Expected Grad Date
GPA: (if over 3.0)

Also include private lessons and master classes, along with instructors.

PERFORMANCES

Piece Performed; Event Name; City, State; Date

List these in reverse chronological order, most recent listed first.

ENSEMBLE EXPERIENCE

Ensemble/band/choir name; dates

AWARDS AND HONORS

Award/Honor Name; Date Received

TEACHING EXPERIENCE

Title; Company/Studio; Location; Dates

DISCOGRAPHY

Title, Solo/Ensemble Name, Release Date

OTHER WORK EXPERIENCE (optional)

This can be included if you think it demonstrates an important skill. Include:
Title; Company; Location; Dates

SPECIAL SKILLS (optional)

Only if applicable to the position

STUDENT NAME

123 Main Street
Chicago, IL 60605
studentname@gmail.com
(312) 555-1234

OBJECTIVE

Seeking part time employment as a student worker utilizing strong customer service skills and an attention to detail.

EDUCATION

Columbia College Chicago
Bachelor of Arts in Journalism

Chicago, IL
Expected May 2013

Maine West High School
Des Plaines, IL

May 2009
G.P.A. 3.85/4.0

RELEVANT COURSES

Introduction to Journalism; Copy Editing; AP English Literature and Composition.

WORK EXPERIENCE

Sales Associate

May 2009 – present

Best Buy; Des Plaines, IL

- Provided customer assistance on the sales floor
- Operated cash register quickly and precisely; responsible for average of \$1000 per shift

Babysitter

May 2007- May 2009

The Dixon Family, Des Plaines, IL

- Provided childcare for three children, ages 5, 7, and 10
- Served as a role model by teaching study skills and responsibility

INVOLVEMENT

Westerner; Maine West High School

News Editor

August 2007 – May 2009

- Assigned stories, wrote content, and completed all copyediting for the News section of the monthly campus newspaper
- Motivated staff members to contribute quality stories in a timely manner

Staff Member

August 2006 – May 2009

- Researched and wrote news stories to educate the student body about important events

HONORS AND AWARDS

- Poetry published in the West Words Literary Magazine, September 2008
- National Junior Honor Society; Inducted May 2006