

The Making of the Résumé

why is the resume important | what goes on a resume |
samples | action verbs

for more info and links to more tips...

A designer can tell a lot from your résumé.

The résumé itself is definitely information which should demand my undivided attention. It needs to be designed. Your choice of typefaces and typography, the layout and the organization of information, all contribute to the way I perceive you as a potential designer working for us. It also shows me what you can do on a single piece of paper.

Your résumé needs to motivate me to want to ask for your portfolio. — *Steff Geissbuhler*

parts of the résumé

Designers do not use “objectives” we just don’t so no matter who tells you to add them – just politely ignore them.

No High School info

(sophomores you can still keep High School info on the resume, juniors and seniors no High School.)

1. Your Contact Info
2. Education
3. Experience
4. Skills
5. Awards
6. Activities
7. References

Your Contact Info

your name

cell number

e-mail address

Notes:

No mailing address: because you move (a lot) and will move again, and because of e-mail we no longer need to put a mailing address on your resume

E-mail address try and get yourname@gmail or hotmail
avoid cute names and ku.edu addresses will expire soon
after graduation

Cell number: 454. 333. 1212 use . or just spaces do not use ()
they are to old school.

Education

The University of Kansas, Lawrence Kansas

BFA in Visual Communication with a concentration in graphic design.

Expected graduation date May 20xx

GPA if it is 3.5 or higher

Minor in

Certificate in (Service Learning, ENTR)

Study Abroad, Workshops ...

Notes:

Do not list where you went to High School.

List Study Abroad (date, where, a short description)

List Workshops (date/or duration, where, a short description)

Experience

List for RECENT (this year) to PAST

Date/Duration, Name of Company, City

Short description of responsibilities.

Notes:

List all jobs (nanny, camp worker, server, any job is a good job! shows you could show up on time, work, be responsible)

Describe responsibilities but do not describe jobs such as server, lifeguard they are obvious. See handout packet for good examples of job descriptions. Provide meaningful descriptions of your experiences. When detailing your job history, use short sentences or fragments to demonstrate your relevant experience. Use strong **action words**. For example: “developed and implemented a new filing system”; “created two new membership programs.”

Do not list mailing address or any contact info.

Skills

Adobe Creative Suite including AfterEffects, DreamWeaver.
Lightroom and RAW files
Microsoft Office
Include things like Letterpress, Serigraphy,
Book Binding, Book Arts, Photography...
Foreign Language

Notes:

Be honest about the programs.
You can say proficient in...
limited experience in...
Don't forget word, power point...
List programs and SPELL them correctly.
Adobe InDesign...

Awards

AWARDS (awards, scholarships, marks of achievement)

Date, Visual Communication Juried Show Date,

Visual Communication Scholarship

Date, AIGA Award

Date, Dean's list

Date, any other awards, 3x3, dallas, ad club, omni's, freshman scholarship....

Activites

AIGA student member

ProtoType: AIGA student group, member since... date

KU Visual Communication Senior Show, date

Any Club or Organization, date

Any activity, have a date associated with it if possible

Community Service, location, date

Center for Service Learning, project, date

Conferences Attended, date, location

Notes:

Very important if you held a position include it.

References

Name

Company, Title

Mailing Address

Phone Number

Email

Notes:

References are on their own sheet. Format like resume.

References can be your instructors, professionals,
activity advisor...

Do not give out until someone asks for it -- but they will so be prepared. Make sure you ask the person before you add them to your references and ask them the best way someone should get in contact with them. Sometimes its email others cell number.

tips

Keep it simple: don't design a logo if you are not working with a design professor. Logos are easy to pick apart. Find a classic font (avoid too much personality) and set your name beautifully.

Organize content similar content in a similar way
(dates at the beginning or end)

Typographic color: 2 typefaces, use small caps or all caps, bold, or italics to help organize the information.

Color: use color to help with hierarchy

Proofread. Use spellcheck! (copy into Word). Ask a friend or family member to proofread it as well. Check for errors that programs miss (i.e. there vs. their; to, too or two).

Paper: Research different papers. Find one that feels good in the hand, not too thin and wimpy. Do not use a “cool” paper if the printing looks terrible. AT ALL costs do not print on parchment paper, it will not make the impression you are hoping it will. If you know how to letterpress use it.

Paper sources: [paper station \(in KC\)](#) | [xpedx](#) (look for paper without watermarks) | [mr french paper](#) | [paper source](#)



SARAH REW
graphic designer

785.840.6592
sarah@sarahrew.com
www.sarahrew.com

Experience

JUNE 2010 – PRESENT	Kern Marketing Group , Designer Assist with logo, poster and website design. Maintain and adapt websites for search engine optimization.
JANUARY – MAY 2011	Callahan Creek , Senior Problems Produced print and web material for the Lawrence Arts Center and Douglas County Senior Services.
MAY – SEPTEMBER 2010	Lawrence Arts Center , Designer Created promotional flyers, posters and programs.
MAY 2009 – SEPTEMBER 2010	University Art Shop , Cashier Maintained art supplies and the cash register.
SUMMER 2009	Jayhawk Spirit , Designer Designed in-house and client requested t-shirts.

Education

MAY 2011	The University of Kansas BFA in Visual Communication, concentration in graphic design 3.77 cumulative GPA, high distinction
2009, 2010, 2011	Design Trips New York, Minneapolis, Chicago
JUNE 2009	Study Abroad Design and Photography in Europe Italy, Germany, Netherlands

Skills

PROFICIENT IN	Adobe Illustrator, InDesign, Photoshop, Microsoft Word & PowerPoint
FAMILIAR WITH	After Effects, Flash, Dreamweaver, HTML, CSS
RELATED	Letterpress Serigraphy Conventional, Digital Photography Search Engine Optimization

Awards + Involvement

2009 – PRESENT	AIGA Member
MARCH 2011	National Student Show Nominee
FEBRUARY 2011	Service Learning Certification
2008 – 2011	Prototype (AIGA Student Chapter) Director of Communications, 2010
2010	University of Kansas Honor Roll
2010	Photo selected for Dean of Libraries (1 of 6)
2009, 2010	Visual Communications Juried Show
2008 – 2009	Lambda Sigma Sophomore Honor Society
2007 – 2008	National Society of Collegiate Scholars

aimee wray

graphic designer

phone (913) 634-1466

email aimee.wray@hotmail.com

web www.behance.net/aimeewray

education

University of Kansas

BFA Graphic Design _ _ _ _ _ May 2010

Johnson County Community College _ _ _ _ _ Spring 2006

experience

Barkley-Blacktop

worked as a team to design a brand for Gillis, a nonprofit school in Kansas City _ _ _ _ _ Spring 2010

Branded Custom Sportswear

Created college apparel designs for Nike _ _ _ _ _ Fall 2009

Creative Resources Inc.

Design Intern _ _ _ _ _ Summer 2009

University of Kansas

Print Lab Monitor _ _ _ _ _ Fall 2008 - Spring 2010

Pride Cleaners

Cashier _ _ _ _ _ Spring 2004 - 2008

memberships

AIGA Member

_ _ _ _ _ Spring 2007 - Present

Prototype Member

University of Kansas Graphic Design Club

_ _ _ _ _ 2007 - Present

Golden Key Honor Society

University of Kansas Chapter

_ _ _ _ _ Fall 2008 - Spring 2010

awards

University of Kansas Scholarship Show

_ _ _ _ _ Fall 2007 - 2009

MNS Calvin Bushong Scholarship

_ _ _ _ _ Fall 2007

Antisdel.s Artist Scholarship

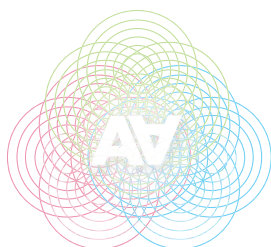
Antisdel.s Photography _ _ _ _ _ Spring 2006

University of Kansas Honors Scholar

_ _ _ _ _ Spring 2006

qualifications

InDesign, Illustrator, Photoshop, Flash, After Effects, Dreameaver,
Microsoft Office, SAP, screen printing, letterpress



ALEXANDRA AVILA

www.alexandra-avila.com
aavila.625@gmail.com
316.518.1368

EDUCATION

- 2011 **UNIVERSITY OF KANSAS**
BFA in Visual Communication | Graphic Design
Minor in Business
Certificate in Service Learning
- 2010 **CLAMPITT PAPER SCHOOL**

EXPERIENCE

- Jan. 2011 – May 2011 **T2 & 360 ARCHITECTURE** | KANSAS CITY, MO
Senior Problems Intern
Collaborated with 6 design interns to revitalize the West Bottoms area of Kansas City, MO.
- Aug. 2010 – May 2011 **JAYPLAY** | LAWRENCE, KS
Graphic Designer
Collaborated with a team of editors and writers to design a weekly student publication.
- June 2010 – April 2011 **TAIKAN CO.** | LAWRENCE, KS
Graphic Artist
Design print and promotional materials as well as re-design and code web site.
- Sept. 2009 – June 2010 **UNIVERSITY CAREER CENTER** | LAWRENCE, KS
Graphic Designer
Design promotional materials in collaboration with a marketing team.
- Aug. 2010 & 2009 **YOU AT KU** | LAWRENCE, KS
Administrative Orientation Leader & Orientation Leader
Facilitate small group discussions and help new international students adjust to their new life in the United States.
- Aug. 2007 – May 2009 **DEPARTMENT OF STUDENT HOUSING** | LAWRENCE, KS
Resident Assistant
Create a living community, assist in crisis intervention and design the first annual *KU Little Magazine*, a literary publication for on-campus residents.

ACTIVITIES

- Present **PROTOTYPE** **AIGA** **AAF-KC**
Secretary *Student member* *Student member*
- 2010, 2008-09, 2007 **INTERNATIONAL STUDENT ASSOCIATION**
President, Vice-President, Public Relations
- 2007 **HISPANIC AMERICAN LEADERSHIP ORGANIZATION**
Historian

HONORS

- 2011 **DSVC NATIONAL CONFERENCE RECOGNITION**
2011 **AAF-KC FOUNDATION SCHOLARSHIP**
2010, 2007 **UNIVERSITY OF KANSAS HONOR ROLL**
2010, 2009, 2008 **UNIVERSITY OF KANSAS SCHOOL OF DESIGN SCHOLARSHIP SHOW**
2008 **NELSON DESIGN SCHOLARSHIP**
2007 **KU CERTIFICATE OF EXCELLENCE IN THE FRENCH LANGUAGE**

SKILLS

SOFTWARE / TECHNIQUES

Adobe CS
Microsoft Office
Silkscreen & Letterpress
Basic HTML, CSS, JSS, PHP
Digital & Conventional Photography

Familiar with Macintosh and Windows platforms.

LANGUAGES

Fluent in Spanish
Moderate in French

EDUCATION

UNIVERSITY OF KANSAS: LAWRENCE, KS

Major: Graphic Design

Expected Graduation Date: May 2010

GPA: 3.78

RELEVANT EXPERIENCE

THE UNIVERSITY DAILY KANSAN ADVERTISING STAFF

CREATIVE DIRECTOR: *Jan. 2010 - present*

Oversee creative ad execution for entire campus newspaper. Mentor, teach & assess performance of design team. Execute on-campus branding strategies designed to increase readership. Design & illustrate print ads and promotional materials.

PROMOTIONS CREATIVE: *Aug. 2009 - Dec. 2009*

ZONE CREATIVE: *Jan. 2009 - May 2009*

VAHALLA STUDIOS: SENIOR PROBLEMS

Jan. 2010 - present

Worked with team to develop branding strategy for a new line of re-sendable paper greetings, executed several card designs

KIOSK 42

Jan. 2010 - present

Designed & illustrated KU's semi-annual Art & Literature magazine. Team of 4 students.

HALLMARK CARDS, INC.

DESIGN INTERN, MARKETING STUDIO: *May 2009 - Aug. 2009*

Worked with editorial strategists to market Hallmark product—Keepsake Ornaments, Kids' Encouragement, Edge of Motherhood, Halloween. Designed complete branding strategy for SACRED: Sexually Abused Children's Relief Endeavor.

DESIGN INTERN, PARTY / GIFT PRESENTATION: *May 2008 - Aug. 2008*

Worked on collaborative teams under three art directors, taking seasonal Partyware designs from concept to production

COTERIE THEATRE / KUHN & WITTENBORN

Jan. 09 - May 09

Collaboration with Kuhn & Wittenborn to design & illustrate show poster for Coterie Theatre's MAUL OF THE DEAD

AWARDS & MERITS

2010

Most Helpful on Staff, UNIVERSITY DAILY KANSAN (2x)

Brass Ring Award: Gold Medal, Jacksonville Jazz Festival Poster

Brass Ring Award: Merit, CYPHER Magazine

Best Online Display Ad, College Newspaper Business & Advertising Managers (2nd place)

Best Newspaper Promotional Plan, College Newspaper Business & Advertising Managers (1st place)

Best Promotional Ad, College Newspaper Business & Advertising Managers (2nd place)

2008 – 09

AIGA Kansas City Scholarship Nominee

American Advertising Federation / Kansas City Ad Club Scholarship

AIGA A5 Award (2x: Satiric Book Jacket Series, Get Out The Vote Poster)

Creative of the Month, UNIVERSITY DAILY KANSAN (5x)

Most Helpful on Staff, UNIVERSITY DAILY KANSAN (2x)

Creative of the Semester, UNIVERSITY DAILY KANSAN

Certification in Service Learning

Summerfield Scholarship

Dorris Carey Design Scholarship

Nicholson Design Scholarship

AUSTRALIA Film Poster Contest Finalist. 2nd place.

Rock Chalk Revue Poster Contest Winner, University of Kansas

CHALK MAGAZINE Photo Contest Winner

JARRED KOLAR

p: 847.207.1464

e: jarredkolar@gmail.com

JARREDKOLAR.COM

EDUCATION

University of Kansas,
School of Fine Arts, Lawrence, Kansas

BFA, Visual Communication with emphasis in Graphic Design, May 2010

EXPERIENCE

WILLOUGHBY DESIGN, Kansas City, Missouri | January–May 2010

Individually and collaboratively expanded existing projects and started new design initiatives as part of senior problems internship.

Working directly with principal/president, developed “Forks & Corks” illustration and campaign. Created identity and branding for “*you are HERE,” an outdoor event benefitting local artists.

KIOSK 41, University of Kansas, Art and Literature Magazine | August–December 2009

As a team member for this biannual art and literature magazine, conceptualized and executed design of a 88-page, full-color magazine.

FACHHOCHSCHULE TRIER, Trier, Germany | March–July 2009

One of five KU graphic design juniors to study abroad at premier German university. Studied corporate design, three-dimensional typography and type design.

Served as art director for collaborative 100+ page magazine chronicling study-abroad experience.

FIREBELLY DESIGN, Chicago, Illinois | June–July 2008

As part of Camp Firebelly summer internship experience, collaborated on promotional materials for Beyondmedia’s *Women+Prison*, a program helping current and formerly incarcerated women and their families voice their stories through the arts.

INVOLVEMENT

University of Kansas Men’s Lacrosse Club, 2004–2008,
Assistant Coach, 2009.

Student Recreation and Fitness Center
Supervisor, 2008–2010.

Member, AIGA Kansas City, 2010.

AWARDS

Deutscher Akademischer Austausch Dienst (DAAD) Scholarship Recipient, 2009
AIGA Kansas City A5 Award, 2009
Visual Communication Scholarship Recipient, 2008/2009

SKILLS

PROFICIENT

Illustrator, InDesign, Photoshop

BASIC

AfterEffects, Flash, Dreamweaver

ADDITIONAL

Illustration, photography, drafting, font design, screen printing,
lithography, sustainable packaging

+ JORDAN JACOBSON

GRAPHIC DESIGN

JORDAN.D.JACOBSON@GMAIL.COM

785.456.5270

JORDANJACOBSON.COM

+ ACTIVITIES & AWARDS

2011

Prototype (AIGA Student Group)
President
Spencer Student Advisory Board
Creative Director
Visual Communication Scholarship
Kiosk 44 Design Team
DCCVA Best Group Project – Kiosk 43
Endowment Award

2010

Prototype (AIGA Student Group)
Social Chair
Visual Communication Scholarship
Visual Communication Juried Show
AIGA KC A6 Award Recipient
Kiosk 43 Design Team
Study Abroad Scholarship

2009

Prototype (AIGA Student Chapter)
Visual Communication Scholarship
Visual Communication Juried Show

+ SKILLS

PROFICIENT IN

Adobe Creative Suite, After Effects
Font Lab
Digital and conventional photography
Letterpress

FAMILIAR WITH

Adobe Flash, Dreamweaver

+ EDUCATION

UNIVERSITY of KANSAS

Lawrence, KS
BFA in Visual Communication, May 2011

FH TRIER

Trier, Germany
Kommunikation Design, March – July 2010

+ EXPERIENCE

WILLOUGHBY DESIGN GROUP

Kansas City, MO
Senior Problems Intern, January – May 2011

Assisted designers and principals with brand development for non-profit, business-to-business, and business-to consumer clientele.

SPENCER MUSEUM of ART

Lawrence, KS
Graphic Design Intern, September 2010 – May 2011

Worked with in-house design director to provide content for the Spencer Museum of Art, including promotional materials, advertisements, and exhibition collateral.

THE INTEGER GROUP

Denver, CO
Creative Intern, January – March 2010

Participated in the conception and development of various in-store and direct-to-consumer marketing and advertising campaigns alongside associate art directors, copywriters, account service, and creative directors.

References available upon request.

EDUCATION

University of Kansas
BFA in Visual Communication
concentration in Graphic Design
May 2010

EXPERIENCE

2009–present Confucius Institute of the University of Kansas
Graphic Design Assistant

2010 Barkley-Blacktop, Kansas City, MO
Senior Problems Graphic Design Team

2010 On the Tracks Restaurant & Bar, Erie, KS
Freelance Identity

2008–2010 University of Kansas Print Lab
Lab Monitor and Operator

2009 B-Moved Yoga, Fairbury, NE
Logo Design

2003–2006 Purple Splash, Belleville, KS
Embroidery and Signage Assistant

ACTIVITIES

2008–present AIGA Kansas City Member
National Graphic Design Organization

2009 Prototype, University of Kansas
KU Graphic Design Organization

2007–2010 National Society of Collegiate Scholars
University of Kansas Honors

Volunteer Work

2010 Logo Designs for Gillis, Kansas City, MO
2009 Veggie Lunch Cook, Ecumenical Christian Ministries
fall 2006 Adopt a Highway, Belleville, KS
winter 2005 Christmas for the Less Fortunate, Belleville, KS
summer 2005 Highbanks race track clean-up, Belleville, KS

AWARDS

spring 2009 Kansas University Fine Arts
Scholarship Show Scholarship
spring 2008 Scholarship Show, juried five pieces

2005 Kansas State Journalism
2nd Place Sports Writing
2006 2nd Place Sports Writing
2006 2nd Place Double-Page Spread

PROFICIENCY

Adobe CS3 Suite, Flash, After Effects,
Dreamweaver, Final Cut Pro, Letterpress,
Serigraphy, Microsoft Office

References available upon request

CAT COQUILLETTE

[kat kōke·uh·let]

www.catcoq.com | 913 620 5555 | catcoq@gmail.com

EXPERIENCE

Willoughby Design Group

| KANSAS CITY, MO |

DESIGN INTERN | JANUARY 2010 – CURRENT

Experienced the day-to-day workings of a high-end branding design firm. Group collaboration and individual design skills were applied on a variety of levels, including researching, concept exploration, logo design, packaging, brand application, environmental graphics, marketing campaigns, and client meetings. Emphasis was placed on carrying a brand standard across a multitude of various applications, as well as developing new branding standards and manuals.

Coterie Theatre / Kuhn & Wittenborn

| KANSAS CITY, MO |

POSTER DESIGN | MARCH 2010 – 2011

Worked with advertising agency *Kuhn and Wittenborn* to conceptualize, illustrate, and design promotional posters for the Coterie Theatre's upcoming children's plays. Worked collaboratively with local professionals and students to meet the client's needs on a timely basis. Plays include *The Greek Mythology Olympiaganza*, *Fantastic Mr. Fox*, and *Once Upon a Mattress*.

Center for Remote Sensing of Ice Sheets

| LAWRENCE, KS |

GRAPHIC DESIGNER | MAY 2009 – MAY 2011

Worked with educators, researchers, and engineers to design solutions tailored to their individual needs pertaining to climate change and its impact on ice sheets. Designed everything from promotional materials aimed at attracting graduate research assistants to classroom handouts appealing to elementary students. Other responsibilities included presentation materials, environmental graphics, website development, information graphics, and quarterly newsletters.

University Daily Kansan Illustrator

| LAWRENCE, KS |

NEWSPAPER ILLUSTRATOR | AUGUST 2006 – 2009

Provided illustrations for both the daily newspaper and weekly *Jayplay* magazine. Covered range of topics such as special features, editorials, and caricatures. Responsibilities included presenting multiple concepts per illustration in a timely manner, collaborating with editors and writers, and meeting a strict deadline on a quick turn-around.

EDUCATION

The University of Kansas

| LAWRENCE, KS |

BFA in Visual Communication | MAY 2011

DOUBLE-MAJOR IN GRAPHIC DESIGN AND ILLUSTRATION

Fachhochschule Trier

| TRIER, GERMANY |

Kommunikationsdesign | MARCH – JULY 2010

STUDY ABROAD. TRIER, GERMANY

AWARDS & INVOLVEMENT

EXHIBITED WORK | MARCH 2011

National Student Show

MEMBER | 2011

AIGA Kansas City

ENDOWMENT AWARD | 2011

KU Department of Design

FOREIGN STUDY SCHOLARSHIP | JANUARY 2011

KU Office of Study Abroad

SCHOLARSHIP RECIPIENT | MAY 2010

Paretsky Award for Creativity

EXHIBITED WORK | OCTOBER 2009

Spencer Museum of Art

SCHOLARSHIP RECIPIENT | 2008, 2009, 2010

VisCom Scholarship Show

VOLUNTEER JUDGE | 2006 – 2008

KSPA State Competitions

SKILLS

PROFICIENT

Illustrator, InDesign, Photoshop

BASIC

After Effects, Flash, Dreamweaver, Microsoft Office

ADDITIONAL

Illustration, typography design, digital photography, animation, motion graphics, web design, information graphics, type design



MEGAN COLLINS

EMAIL *megancollins410@gmail.com*

WEBSITE *megancollins-design.com*

PHONE *913-909-6482*

EDUCATION

The University of Kansas, Lawrence, Kansas

B.F.A. in Visual Communication, emphasis in Graphic Design
Minor in History of Art, Entrepreneurship Certificate,
Service Learning Certificate
May 2011, GPA: 3.6

SKILLS

Adobe InDesign, Illustrator, Photoshop,
Flash, After Effects, Dreamweaver,
Photography, Serigraphy,
Book Binding, Letterpress, Sewing

RELEVANT EXPERIENCE

Bernstein-Rein Advertising Agency

Design Intern

January 2011 – present

Researched and designed promotional branding for
Kansas City Wine festival and Piano Concert.

Sealed With a Kiss, Merriam, Kansas

Designer / Associate

March 2009 – present

Redesigning annual catalog and flyers, helping to
create branding material, and packaging.

Transportation Research Institute

Design Intern

December 2009 – March 2011

Designed posters and flyers for speakers and events,
updated and redesigned website, organized information.

University Daily Kansan

Staff Designer

January 2008 – December 2009

Designed sports section of the daily campus newspaper.
Creation of sidebars and graphics.

Tracy Design Communications

Design Intern

May 2010 – August 2010

Assisted with a wide range of projects including brochures,
business cards, web design, book design, and advertising.
Created prototypes for client presentations.

The Spencer Museum of Art Student Advisory Board

Design Intern

January 2009 – May 2009

Created promotional material for events, designed posters
and advertisements, strategized for future events and
involvement strategies.

AWARDS

2009 Poster exhibited in Spencer Museum of Art
2009 Homer Fund Scholarship Recipient
2008, 2009 Dean's List
2008 Designer of the Month University Daily Kansan
2009 Visual Communication Juried Show (6 pieces)
2008 Design Foundations Scholarship Recipient
2007 Gold Crown Recipient
2007 Pacemaker Recipient

INVOLVEMENT

2011 Student Trip Chicago, Illinois
2010 AIGA Member
2010 Completed Clampitt Paper School
2010 Prototype Director of Outside Local Programming
2010 Student Trip Minneapolis, Minnesota
2010 AIGA Student Trip New York City
2009 Spencer Museum of Art Student Advisory Board
2009 Sigma Alpha Lambda Honors Fraternity
2009 current Prototype, AIGA student organization



CAITLIN HARSCH

DESIGNER | 913.209.3531

caitlinharsch@yahoo.com

behance.net/caitlinharsch

experience

January - May 2010

BERNSTEIN-REIN ADVERTISING KANSAS CITY, MO

Senior Problem

Researched and developed new brand identity for a non-profit, Della Lamb

February - August 2010

CENTER FOR REMOTE SENSING OF ICE SHEETS LAWRENCE, KS

Graphic Designer

Worked with marketing team to expand and maintain brand, developed website

July 09 - February 2010

LIED CENTER OF KANSAS LAWRENCE, KS

Graphic Artist Assistant

Created advertisements, a variety of promotional materials, and 3-D displays

Summer 2008

UNION STATION | NON-PROFIT KANSAS CITY, MO

Graphic Design Internship

Assisted the Senior Graphic Designer in creation of wayfinding, advertisements, print pieces

Summer 2008

MINUTEMAN PRESS OVERLAND PARK, KS

Printing Assistant

Basic layout design, set up documents for print, general office assistance

Summer 2006

KELLY JACKSON PHOTOGRAPHY KANSAS CITY, MO

Internship

Developed retouching and photo editing skills, assisted on photo shoots

education

The University of Kansas
BFA in Visual Communication
with an emphasis in
Graphic Design

skills

Proficient in:

Adobe Creative Suite, Acrobat,
Microsoft Office
Mac and PC operating systems

Traditional and Digital Photography
Letterpress and Screen Printing

Familiar with:

Adobe Dreamweaver,
Adobe Flash and After Effects

awards + involvement

2009 - 2010 AAF-KC Scholarship Winner
2009 Visual Communications Juried Show
2008 Visual Communications Juried Show
Dorris Carey Scholarship
Nelson Design Scholarship

Fall 07 - Present

AIGA Student Member

President 2009 | Membership Chair 2008

June 09 - Present

AIGA KC Student Representative

Fall 2009

Kiosk 41 (Art + Literature Magazine)

2007 - Present

University of Kansas Honor Roll



JACLYN CO

GRAPHIC DESIGNER

cojaclynco@gmail.com
816.217.3427
www.jaclynco.com

EDUCATION

2011

THE UNIVERSITY OF KANSAS

Lawrence, Kansas

BFA in Visual Communication, emphasis in Graphic Design
Graduating with the highest distinction 3.83 GPA
Certificate in Service Learning

2010

CLAMPITT PAPER SCHOOL

Completed in 2010

2006

METROPOLITAN COMMUNITY COLLEGE

Kansas City, Missouri

Associate in Applied Science, Graphic Design
Graduated with Honors

EXPERIENCE

SEPTEMBER 2010 – PRESENT

JUDITH G. LEVY

Lawrence, Kansas

Artist Assistant / Tutor

Providing technical assistance for projects and teaching basic Adobe Photoshop skills.

JANUARY 2011 – MAY 2011

T2 & 360 ARCHITECTURE

Kansas City, Missouri

Senior Problems Intern

Worked with six other design interns to revitalize the West Bottoms area in Kansas City.

AUGUST 2006 – MAY 2011

THE BEST TIMES / JOHNSON COUNTY HUMAN SERVICES

Olathe, Kansas

Graphic Designer

Responsibilities include designing advertisements, annual inserts, brochures, annual report, website and communication with advertisers and printers.

JANUARY – MAY 2006

LIFETOUGH PUBLISHING INC.

Kansas City, Missouri

Page Assembler / Art Clean-Up

A seasonal position in yearbook page layout and image editing.

SKILLS

PROFICIENT

Adobe InDesign, Adobe Illustrator,
Adobe Photoshop, Microsoft Office Programs,
Letterpress

SOME EXPERIENCE

Adobe Dreamweaver, Adobe After Effects,
Serigraphy, Bookbinding

LANGUAGE

Fluent in Cantonese
Conversant in Mandarin

Familiar with Macintosh and Windows platforms

AWARDS

2011

National Student Show, DSVC, 4 projects

2009 & 2010

KU Visual Communication Scholarship

2009

Advocacy poster selected to be shown at the Spencer Museum of Art

2008

Phi Theta Kappa Transfer Scholarship

ACTIVITIES

AUGUST 2009 – PRESENT

ProtoType: AIGA student organization, member

AUGUST 2010 – FEBRUARY 2011

Kiosk, design team member

APRIL 2011

Chicago Design Trip

MARCH 2011

National Student Design Conference

APRIL 2010

Minneapolis / St. Paul Design Trip

OCTOBER 2009

New York Design Trip

JOVAN NEDELJKOVIC

MOBILE

913.220.1739

WEBSITE

www.jovan-design.com

EMAIL

jocan86@gmail.com

EDUCATION

University of Kansas /// Lawrence, KS

BFA in Visual Communication //

Graphic Design / May 2011

Butler County Community College //

El Dorado August 2005 - May 2007

SKILLS

Proficient in // After Effects, AE Mocha, Adobe Photoshop, Illustrator, InDesign, Light Room, Acrobat, 35mm Film and Digital photography

Familiar with // C4D, Final Cut Pro, Maya, Real Flow, Nuke, Dreamweaver, 3Ds Max

Languages // English, Serbian, Bosnian, Croatian, Montenegrin

AWARDS & INVOLVEMENT

7th Dallas National Student Show //

Best Group Project /

The Forty Third Edition of Kiosk

Brass Ring Awards 25 /

Gold Medal - Pre, Magazine

Merit - Kansas Crew, Poster

Merit - Short&Sweet, Motion Graphics

Merit - Type Terms, Motion Graphics

AIGA KC A6 Exhibition Award /

Kansas Crew, Poster

Visual Communication Scholarship Show / 2009-2010

KU Little Magazine

KU KIOSK // Design Staff / 2010/2011

Kansas Crew // Fall 2007 - Spring 2010

EXPERIENCE

Paranoid US // www.paranoidus.com

Fall Motion / Graphic Design Internship // Nov

2010 - Jan 2011

Involvement with pre viz/animatic, asset creation and design, asset animation, and scene assembling. Helped on many smaller projects with VFX, created title design, animation on 2 independent features films, and the logo design of the new PARANOID studio named KIOTO

Dress Code // www.dresscodenyc.com

Summer Motion / Graphic Design Internship //

June - Sept 2010

Involvement with logo animations, lower thirds, and title designs

Department of Student Housing // Motion

Graphics Art Director /

Aug 2010 - Present

Involvement with logo animations, promo videos, logo design and event photography

Posh&Media // www.posh.rs

Summer Graphic Design Internship //

June - Aug 2009

Involvement with Campaign design for The University of Belgrade, Fakultet Obrazovanih Nauka (FON)

Dennis Martins Computer Lab //

Lab Monitor / January - May 2007

Grizzly Adventures Course //

Rock Climbing Instructor /

January 2006 - January 2007



Action Verb List

Accomplishments

achieved
benchmarked
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
reversed
spearheaded
succeeded
surpassed
transformed
won

Analytical & Research

analyzed
assessed
calibrated
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
observed
organized
proved
researched
reviewed
searched
screened
solved
specified
summarized
surveyed
tested
validated

Communication & Persuasion

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed

conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
demonstrated
described
developed
directed
discussed
dissuaded
documented
drafted
edited
educated
elicited
enlisted
established
explained
expressed
formulated
furnished
illustrated
incorporated
influenced
informed
interacted
interpreted
interviewed
involved
joined
judged
lectured
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
published
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Creative

acted
adapted
began
combined
composed
conceptualized
condensed

created
customized
designed
devised
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Financial & Data

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
controlled
corrected
cut
decreased
determined
developed
estimated
managed
marketed
measured
planned
prepared
programmed
projected
purchased
reconciled
reduced
researched
retrieved
tabulated
trimmed
tracked
quantified

Helping

adapted
advocated
aided
answered
arranged
assessed

assisted
cared for
clarified
coached
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
guided
helped
insured
intervened
motivated
prevented
provided
referred
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

Interpersonal & Teamwork

advised
collaborated
enabled
focused
initiated
interacted
involved
listened
mediated
mentored
moderated
negotiated
partnered
teamed

Leadership & Management

accomplished
acted
administered
advanced
advised
analyzed
appointed
approved
assigned
attained
authorized
chaired
completed
considered
consolidated
contracted
controlled
converted
coordinated
counseled
decided
decreased
delegated
determined

developed
directed
dispatched
disseminated
diversified
eliminated
emphasized
enforced
enhanced
enlisted
ensured
established
examined
executed
explained
founded
generated
governed
guided
headed
hired
hosted
improved
incorporated
increased
influenced
initiated
inspected
inspired
instigated
instituted
instructed
integrated
introduced
launched
led
lowered
managed
merged
modified
motivated
organized
originated
overhauled
oversaw
pioneered
planned
presided
prioritized
produced
proposed
recommended
recruited
reorganized
replaced
represented
restored
reviewed
saved
scheduled
secured
selected
shaped
solidified
stimulated
streamlined
strengthened
supervised
terminated
trimmed
verified

Organization & Detail

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
contained
coordinated
corrected
corresponded
distributed
executed
expedited
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
planned
prepared
processed
provided
purchased
recorded
registered
reserved
responded
restructured
reviewed
routed
scheduled
screened
set up
standardized
submitted
supplied
updated
used
validated
verified

Teaching & Training

adapted
advised
appraised
clarified
coached
communicated
conducted
coordinated
critiqued
demonstrated
developed
educated
enabled
encouraged
evaluated
explained
facilitated
focused

guided
influenced
informed
instilled
instructed
motivated
persuaded
set
simulated
stimulated
taught
tested
trained
transmitted
tutored

Technical

adapted
advised
analyzed
applied
assembled
automated
built
calculated
coded
computed
computerized
conserved
constructed
controlled
converted
debugged
designed
determined
developed
diagnosed
drafted
engineered
fabricated
fortified
identified
implemented
inspected
installed
located
maintained
monitored
networked
operated
overhauled
prevented
printed
programmed
proposed
recorded
rectified
regulated
remodelled
repaired
replaced
restored
retrieved
solved
specialized
specified
standardized
studied
supported
trained
troubleshoot
upgraded