

My Name

CONTACT

Email: XXXXXXXX29@gmail.com

Phone: XXX XXX XXXX

Address: City, State

(Relocating to XXXXX State Jan. 2019)

SKILLS

Adobe Suite

Microsoft Office Suite

Microsoft Project

Customer Service

Communication and Presentation

Critical Thinking and Analysis

Illustration & Graphic Design Skills

EDUCATION

B.A. / Studio Art

University of Random
2015 - 2017

B.A. Program / Illustration

Well Known Art School
2013 - 2015

EXPERIENCE

Testing Administrator / Proctor

University of Generic, XX / August 2018 – Present

- Supervising student tests through remote desktop and direct observation; preventing cheating
- Providing administrative support functions such as answering departmental e-mails and drafting acknowledgment forms
- Providing basic IT assistance to help students take their exams smoothly
- Proctoring various exams for the college of business, finance, and economics

Summer Medical Corporate Volunteer & Care Ambassador

Large Medical Center, XX / May 2018 – August 2018

- Provided filing, copying, and other office related tasks
- Helped stock medical supplies
- Answered calls and routed them to various departments
- Greeted visitors and helped sick patients with various needs

Freelance Illustrator and Designer

Freelance / April 2015 – December 2017

- Provided designs and illustrations for various clientele
- Built illustrations and designs based on various complex specifications and needs
- Gained critical feedback and implemented it continuously to improve work

Concessionist & Usher

Theater Company, XX / April 2013 – August 2013

- Provided customer service and basic floor maintenance
- Helped prepare hot food items and serve guests
- Frequent cash handling and stocking of items

AWARDS

Uni Art Scholarship – Won first place for the XXX Uni's Highest Art Scholarship

Art School Entrance and Continuing Scholarship – Awarded for outstanding portfolio