

Boomer Bear

1234 North Bear Street
BoomerBear@email.com
(417) 123-4567

Summary of Skills

Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, HTML, CSS, Microsoft Office, document design, copyediting, proofreading, document management, team management

Education

Bachelor of Science, Professional Writing – *Missouri State University, Springfield, MO*

- Minor: Creative Writing
- Grade Point Average: 3.63/4.00
- Expected graduation: December 20xx

Professional Experience

Communications and Design Assistant – *The Business Bear Center* June 20xx – Present

- Designed original graphics, brochures, flyers, posters, and marketing materials
- Copyedited and proofread published materials
- Assisted in revising, organizing, and updating website
- Maintained social media outlets
- Wrote monthly newsletter and blog articles

Editing Internship – *Let Writers Be Writers* Summer 20xx

- Critiqued in-progress manuscripts for aspiring authors
- Tutored writers in proper grammar and punctuation
- Arranged illustrations in book layouts
- Prepared book layouts for publication
- Edited book content

Bear Liaison – *Missouri State University Bear Student Services* June 20xx – May 20xx

- Created employee and student handbooks
- Developed conference presentations
- Processed applications for bear benefits
- Managed online document filing systems
- Improved social media outlets
- Monitored main office and bear lounge desks

Graphic Layout Artist and Editorial Assistant – *Bears Only Print Shoppe* April 20xx – May 20xx

- Designed book layout, brochures, flyers, and marketing materials
- Created website and graphics
- Copyedited and proofread materials for publication
- Wrote new employee handbooks and troubleshooting guides
- Trained five new employees