

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Ambitious, career-focused jobseeker, anxious to obtain an entry-level [Job Title] position to help launch career while achieving company goals. Hardworking and passionate jobseeker with strong organizational skills eager to secure entry-level [Job Title] position in [Type] environment. Ready to help team achieve company goals. Reliable employee seeking [Job Title] position. Offering excellent communication and good judgment. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Deadline-driven Graphic Designer focused on overseeing projects from concept through final delivery. Successfully creates brand messages, strategies and key graphic productions. Resourceful and hardworking with vendor sourcing expertise and empowering leadership skills illustrated over [Number] years of industry success. Skilled Graphic Artist specializing in [Type] media. Highly artistic, always on-task and fluent in [Software]. Consistently creates skilled, clear and brand-specific designs. Creative Graphic Artist and Designer with talent for developing unique custom artwork. Innovative approach to idea and concept development. Offering [Number] years of expertise overseeing individual projects and brand development collections. Precise Photo Editor offering [Number]-year background reviewing, editing and manipulating photos to gain high quality images. Proficient in [Software] paired with strong understanding of photographic techniques and photo editing processes. Creative individual with excellent eye for detail and exceptional time management skills. Attentive Photo Editor with [Number] years of experience in [Type of photography]. Successful at creative research and planning cost effective photoshoots without sacrificing aesthetics. Detail-oriented and unique worker offering extensive knowledge of [Editing software].

ACCOMPLISHMENTS

- Resolved product issue through consumer testing.

SKILLS

- Business Needs Analysis
- Relationship Building
- Creative Thinking
- Customer Service
- Verbal and Written Communication
- Decision Making
- Adobe Creative Suite
- Creative Idea Development
- Online Presence Monitoring
- Time Management
- Branding Campaigns
- Client Engagement
- Data Entry
- Project Management
- Client Relationship Management
- Social Media Marketing
- Content Curation
- Content Development
- Image Editing
- Critical Thinking
- Complex Problem Solving
- Attention to Detail
- Digital Image Creation
- Client Scheduling
- Phone and Email Etiquette
- Camera Setup
- Photography and Videography
- Workflow Management
- Customer service
- Written Communication
- Self-motivated professional
- Organization and Time management

WORK HISTORY

01/2020 to Current **Digital Media Specialist**

Garver – Austin, TX

- Created content strategies for digital media.
- Capitalized on talents in field to support promotions with [Type] designs.
- Developed creative design for print materials, brochures, banners and signs.
- Applied knowledge of production to create high-quality images.
- Put together videos for social media, advertising and informational purposes.
- Developed display, marketing and packaging materials to support product branding strategies.
- Employed design fundamentals when selecting typography, composition, layout and color in design work.
- Created broad range of work using various design techniques.
- Created digital image files for use in digital and traditional printing methods.
- Completed final touches for projects such as images sizes and font selection.
- Built client relationships by responding to inquiries, identifying and assessing clients' needs, resolving problems, and following up with potential and existing clients.
- Delegated tasks to existing support team members and used cloud-based tools to help solve complex business issues.
- Partnered with business leaders to deliver services that support company objectives and consistent with corporate values.
- Organized daily workflow and assessed appropriate staffing to provide optimal service.
- Handled complaints, provided appropriate solutions and alternatives within appropriate timeframes, and followed up to achieve resolution.
- Maintained client files with sales contracts, records of client interactions, client notes, and other information.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Researched image libraries to locate appropriate photographs for stock use.
- Used Adobe Photoshop and Adobe Lightroom to crop, invert and control light and color properties of photos.
- Retouched skin blemishes and tattoos and removed unwanted images from objects with Skylum Luminar and DxO PhotoLab 4.
- Selected and set up appropriate props, backdrops and lighting.

06/2020 to 01/2021 **Videography Intern**

Penn State University – University Park, PA

- Produced original video content by working collaboratively with producers, designers and art specialists to facilitate multimedia production.
- Set up for shots according to production schedules, weather and lighting conditions and available equipment.
- Conserved footage archive by organizing, labeling and tagging with metadata.
- Used [Software] to edit footage into correct order and add effects.
- Edited videos and rearranged shots to match creative or production requirements.

08/2018 to 08/2019 **Resident Advisor**

The Menninger Clinic – Bellaire, TX

- Conducted daily welfare checks and coordinated with facility staff to meet resident needs.
- Strategized to improve resident care and satisfaction and held weekly meetings with directors to advocate for resident needs.
- Mediated conflict to provide safe and secure environment through policy enforcement.
- Guided students to integrate into both academic and social communities on campus.
- Enforced policies and safety standards through building and room rounds.
- Promoted positive relations between residents and staff.
- Supported personal needs of residents dealing with diverse conditions.
- Solved grievances and complaints by collaborating with residents.
- Assisted residents with transitioning into new living environment and maintained strong relationships with residents.
- Facilitated floor meetings to discuss concerns, review complaints and convey information about policy changes.
- Fostered productive and supportive environment for academic and social success.
- Facilitated minor care needs of facility by reporting issues to maintenance department for quick resolution.
- Established consistent relationships with students to maintain professional boundaries.
- Maintained individual records of emergency contacts and administrative support documentation for students.
- Initiated dormitory programs to foster positive relationships and safe social opportunities.
- Assisted students in handling tough situations to resolve problems.
- Maintained communication with students' counselors, instructors, and staff members to promote supportive environment.

EDUCATION

05/2020

Bachelor of Science: Television And Digital Media Production

Ferris State University - Big Rapids, MI

No Degree: **Graphic Design**

Kendall College of Art And Design - Grand Rapids, MI

05/2016

High School Diploma

Huron High School - New Boston, MI