

ROBERT SMITH

Graphic Artist II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

With 7 years experience in customer service, I love working with people and helping them find what they need.

CORE COMPETENCIES

Graphics Design, Retail Cashier, Customer Service, Typing, Data Entry, 10-key, Windows OS, Leopard OS, Design Software.

PROFESSIONAL EXPERIENCE

Graphic Artist II

ABC Corporation - January 2010 – December 2010

Key Deliverables:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Use computer software to generate new images.
- Key information into computer equipment to create layouts for client or supervisor.
- Maintain archive of images, photos, or previous work products.
- Clerical duties including filing, typing, scanning documents, fax.

Graphic Artist

ABC Corporation - November 2006 – August 2009

Key Deliverables:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Develop graphics and layouts for product illustrations, company logos, and Internet websites.
- Use computer software to generate new images.
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EDUCATION

Certificate in Office Technology - 1999(Trinity Valley Community College - Palestine, TX)

