

# Graphic Design Intern

# ROBERT SMITH

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## Objective

To obtain part-time or full-time paid positioning within an established company. To use my obtained skills to advance within a company that has multiple entities. To continue working in a fast-paced work environment that develops better organizational and administrative skills.

## Skills

Customer Service Experience, Phone Etiquette, Microsoft Office, Networking, Marketing Communications, Public Relations, Adobe Suite, Data Entry.

## Work Experience

### Graphic Design Intern

**ABC Corporation** - January 2013 - August 2014

- Created designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Conferred with clients to discuss and determine layout design.
- Determined size and arrangement of illustrative material and copy, and selected style and size of type.
- Used computer software to generate new images.
- Used Adobe Photoshop, Adobe Illustrator, Adobe Audition, and Adobe Indesign to develop new images and type.
- Ran social media pages for alumni, clubs, and the main University.
- Marked up, pasted, and assembled final layouts to prepare layouts for printer.

### Graphic Design Intern

**ABC Corporation** - 2011 - 2013

- Directed, shot and edited photos.
- Developed online advertisements.
- Created collateral.
- Made in-store and showroom displays.
- Managed inventory.
- Being the only graphic designer at the company I developed a secondary logo, developed a style guide, helped create order in the digital designs of the company.
- Skills Used Organization, editing, style guide development, illustration, directing photo shoots..

## Education

Communications - May 2015(UNIVERSITY OF ILLINOIS - Springfield, IL)