

# Resume Example – Chronological



## Jane Doe

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**Objective:** Seeking a Communication Arts internship in which I can utilize my creativity, proficient computer skills, and related experience.

**Education:** Jefferson Community and Technical College Louisville, KY  
**Associate of Applied Science** Presently Attending  
• **Major: Communication Arts**

### Summary of Qualifications:

- Demonstrates ability to produce a wide variety of graphic products, including newsletters, business cards, letterheads, and programs.
- Previous freelance experience in developing logos for businesses.
- Adept at clearly communicating ideas visually; can visualize concepts in three dimensions.
- A problem solver who is able to work in a high pressure environment.
- Creative individual who can consistently meet deadlines.

### Computer Skills:

- Proficient in using Microsoft Office (Word, Excel, PowerPoint, and Publisher)
- Experienced in using both Mac and PC based environments.
- Adept in using the following Adobe products: Photoshop, Dreamweaver, Illustrator, and In Design; basic knowledge of Flash.

### Related Experience:

Kentucky Center for the Performing Arts Louisville, KY  
**Graphic Design Intern** 8/2010 to 5/2011

- Assisted in designing programs for center performances.
- Collaborated with marketing director to create quarterly Center newsletter.
- Wrote weekly updates for the Center's website.
- Researched other non-profits with successful branding or design systems and presented findings at Center's annual professional development conference.

### Additional Experience:

UPS Louisville, KY  
**Package Handler** 6/2008 to Present

- Demonstrate ability to work in a fast paced environment when loading boxes onto planes.
- Display attention-to-detail when adhering to safety protocols and procedures.
- Ensure that each package arrives at its destination on time and in good condition.
- Exhibits strong organizational skills through being a Metropolitan College Student.

### Honors and Activities:

- Dean's List Recipient, *Spring and Fall 2009*

