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|  | 🞂Jane Doe123 The Drive LanePhone: 123-456-7890E-mail: jddoe@myemail.com |

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|  | ObjectivesTo obtain a Graphic Design position where advanced graphic and creative skills will produce quality products for agency customers.EducationB.S., Computer Graphics, University College (May 2000)* GPA 4.0/4.0
* Member of Honor Society

ExperienceDesktop Publisher (2006 – 2007)Universal Graphics X2 Inc. (4506 Main Street, Atlanta, GA)Responsibilities included creating documents on both IBM and Macintosh systems, using a scanner to upload original illustrations, and creating corporate logo packages. Managed customer account database which included contracts and files. Graphic Artist Consultant (2002 – 2006)Universal Graphics X2 Inc. (4506 Main Street, Atlanta, GA)Provided support to the advertising executives by researching products and industry trends. Participated in client/designer meetings on a weekly basis.Skills* Communication: Presented New Employee Orientation for all new employees.
* Art and graphics: Extensive knowledge of multiple software packages and delivery methods.
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