

CHARLIE STUDENT

1234 Presque Isle Avenue, Apt. 9 ▪ Marquette, MI 49855
906.227.1234 ▪ cstudent@nmu.edu

EDUCATION

Northern Michigan University – Marquette, MI May 2011
▪ Bachelor of Art – Graphic Communication
▪ GPA: 3.6/4.0

EXPERIENCE

Sign Designer October 2005-February 2007
Universal Signs, Inc. – Marquette, MI
▪ Communicated with customers to take orders for signs, banners and automobile detailing
▪ Created and designed proofs for the customer’s approval
▪ Used Plotter and Edge to print or cut out designs
▪ Applied designs to signs or automobiles
▪ Collected payment

Secretary January 2005-October 2005
Covel Associates – Munising, MI
▪ Organized and maintained record of sales of vacuum cleaners and products, and sent report to corporate office
▪ Monitored bank account and completed payroll using QuickBooks program
▪ Educated customers on products through demonstrations and relaying product information

Cashier January 2003-December 2005
McDonalds – Marquette, MI
▪ Trained in food preparation and quickly moved to drive-thru window register

SKILLS

Computer Literacy: Windows Operating System; MacBooks (Software Mac OSX)
Software: iDvd, iMovie, iPhoto, iTunes, Garage Band, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe Dreamweaver, Adobe Flash, Microsoft Office

ACHIEVEMENTS AND INVOLVEMENTS

Phi Theta Kappa – Honor Society Spring, 2008
Dean’s List for Academic Achievement Spring, 2008