

Your Name

Publicity Chair and Manager

888-888-8888

[YourLinkedInURL](#)

SKILLS

Graphic Design, Photography, Typography, Photoshop, Illustrator, InDesign, FinalCut Pro, HTML, CSS, JavaScript, Microsoft (Word, Excel, Publisher, PowerPoint), FileMaker Pro

EXPERIENCE

E-52 Student Theater, Newark, DE - *Publicity Chair and Manager*

20XX - PRESENT

- Oversee publicity for six plays, design posters, t-shirts, large-scale banners, and all digital and social media

Michèle Haines , Newark, DE - *Personal Assistant*

20XX - PRESENT

- Design postcards, business cards, brochures, menus, and event invitations.
- Manage email, blog, social media, and client database.
- Seek out and correspond with new business partners.
- Write and transcribe biographical stories and articles for professional world traveling chef.

Brandywine Workshop, Wilmington, DE - *Intern*

SUMMER 20XX

- Managed extensive mailing list and print inventory.

EDUCATION

University of Delaware, Newark, DE - *Bachelor of Fine Arts: Visual Communications*

20XX

Honors Program and Dean's List 2011-Present

AWARDS

20XX: Women of Promise Honoree

20XX: Art Loop

Your Name

302.000.0000 | yourname@udel.edu
yourname.wix.compreprogramportfolio
[YourLinkedInURL](#)

Education

University of Delaware, Newark, DE

May 20XX

Bachelor of Arts, Art Conservation & Art History
Honors Program, Deans List (All Semesters), Phi Beta Kappa
GPA: 3.87

Relevant Skills

Conservation Skills: Condition and treatment reports, basic preventive conservation, analyzing, and interpreting climate data collected by data loggers, and object handling

Photo Documentation & Processing: Adobe Photoshop

Hand: Painting, drawing, crocheting, and cross-stitching

Scientific Analysis: X-radiography, X-ray fluorescence, Fourier Transform Infrared spectroscopy, and gas chromatography-mass spectrometry.

Relevant Experience

Painting Conservation Studio, Winterthur Museum and Country Estate, Wilmington, DE

August 20XX – Present

Conservation Intern

- Develop cleaning, filling, and inpainting skills on easel paintings, murals, and frames
- Compose reports that examine and record the condition and treatment of paintings and utilize the Heiber method of mending tears in canvas supports that needed restoration
- Contribute to conservation resources through the abstracting of conference publication Conservation in the Nineteenth Century

University of Delaware Undergraduate Research Program, Newark, DE

May 20XX – August 20XX

Summer Scholar, Art Conservation

- Conducted art-historical research and scientific analysis for a technical study of Robert Crannell Minor's Souvenir of Italy, a nineteenth-century American Barbizon painting
- Completed scientific analysis including cross-sectional examination, X-radiography, X-ray fluorescence, Fourier Transform Infrared spectroscopy, and gas chromatography-mass spectrometry
- Collaborated with a research group composed of students of different disciplines and presented research at the annual symposium (August 20XX)

Object Conservation Lab, Metropolitan Museum of Art, New York City, NY

May 20XX – August 20XX

Conservation Intern

- X-radiographed Moche ceramics and European silver and identified pigments located on Moche ceramics using X-ray fluorescence
- Conducted micro-chemical spot tests on pre-Columbian ceramics to determine the presence and identity of soluble

University of Pennsylvania Museum of Anthropology and Archaeology, Philadelphia, PA

January 20XX

Pachacamac Project Intern

- Participated in condition reporting, surveying, & re-housing the collection of Peruvian ceramics & textiles for an IMLS grant
- Surface cleaned, desalinated, photographed, and photo-processed ceramics
- Crafted archival mounts for stable ceramic storage

Extracurricular Activities

Art Conservation Club, Newark, DE

Fall 20XX - Present

President (Fall 20XX – Spring 20XX)

- Collaborate with executive board to plan educational activities and programs (museum visits, guest speakers)
- Conduct weekly meetings to ensure continuity of the organization and member participation

Winterthur Museum and Country Estate, Winterthur, DE

May 20XX – August 20XX & January 20XX

Library Volunteer

- Created labels for serials boxes using Microsoft Word templates and to affix labels to corresponding serials boxes
- Carefully place and sort fragile issues of periodicals

Your Name

yourname@udel.edu - 302.830.1111
editingstudent.wix.com/editingstudent - [YourLinkedInURL](#)

EDUCATION

University of Delaware

Bachelor of Arts in English

GPA: 3.31, Dean's List: Fall 20XX, Fall 20XX

Relevant Coursework: English Literature; Critical Reading & Writing; Textual Tools of Analysis; Teaching Writing One to One

Newark, DE

May 20XX

PUBLISHING & WRITING EXPERIENCE

Prestwick House, Inc.

Publishing Intern

Smyrna, DE

June 20XX - Present

- Edit teacher and student editions of popular novels including Hamlet for punctuation, grammar, formatting, and consistency for use in the high school English classroom
- Create two original vocabulary test books of twenty-one lessons with varying question students for a range of student difficulty to help students in preparation for the new SAT
- Develop content and maintained the company's professional blog with posts related to teaching
- Update product listings and descriptions on the company website in order to increase marketability

Writing Center, University of Delaware

Student Tutor

Newark, DE

February 20XX - Present

- Assist students to develop and improve skills in pre-writing and proofreading personal essays and research papers
- Conduct an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role
- Attend two monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting

Caesura Literary Magazine, University of Delaware

Contributor/Member

Newark, DE

September 20XX - Present

- Create content for flyers and posters designed by advertising team for student managed literary magazine
- Evaluated and edited poetry submissions with a co-editor
- Published one short story and one photograph in the 2015 publication

ADDITIONAL EXPERIENCE

Stonegates Retirement Community

Dining Waiter

Greenville DE

March 20XX - June 20XX (Seasonal)

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences in fast-paced restaurant
- Collaborated with serving and bussing teams to cater large holiday meals and special events for residents

SKILLS

Software: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Docs, WordPress

Social Media: Facebook, Twitter, Instagram, Tumblr, Pinterest, Vine

Language: Basic Spanish

Web Design: Wix

ACTIVITIES

Blue Pens Creative Writing Club

Member

Newark, DE

September 20XX - Present

- Attend meetings to share original creative writing pieces and receive feedback from other members
- Edit, provide feedback, and engage in meaningful discussion on original pieces of writing

Outing Club

Member

Newark, DE

August 20XX - Present

- Participate in numerous adventure trips throughout the semester with activities including white water rafting, kayaking, hiking, backpacking, rock climbing, mountain biking, caving

YOUR NAME

yourname@udel.edu | 302-831-5555

EDUCATION

University of Delaware

Bachelor of Arts in Mass Communication

June 20XX

Minor: **Journalism**

Overall GPA: 3.75, Major GPA: 3.88 in the Honors Program, Deans List: all semesters

Relevant Coursework: *Media & Society, Principles of Communication Theory, Economic Issues & Policies, Journalism in a Free Society*

RELEVANT EXPERIENCE

InStyle Magazine | *Home & Life Etc Intern*

August 20XX- Present

- Conducted home and entertaining trend research and wrote copy for monthly features
- Coordinated market outreach for gift guides and stories and performed various administrative tasks

Wilmington News Journal | *Features Intern*

August 20XX- December 20XX

- Wrote feature articles focusing on style and dining for life section and weekend insert
- Pitched two to three weekly articles including photo assignments and covered entertainment based events in the region

Cosmopolitan Magazine | *Editorial Intern*

May 20XX- August 20XX

- Researched and fact checked information for feature articles in health and relationships
- Interviewed sex and health expert and pitched articles
- Wrote boxes and sidebars for feature articles and conducted on- the- street interviews
- Organized and tabulated survey research and responded to reader mail

University Office of Communications | *Intern*

August 20XX- December 20XX

- Wrote feature, news and profiles for the university's news wire as well as enterprise pieces for the alumni magazine, *The Messenger*
- Wrote copy for "UD Sibling's Guide" and for the university's honors program website

RELEVANT CAMPUS EXPERIENCE

The Review Newspaper (circ:20,000)- News Features Editor, Food Columnist, Enterprise Editor and Student Affairs editor (May 20XX- May 20XX). Pitched and wrote weekly articles.

UDress Fashion Magazine (circ:5,000)- Writer (May 20XX- May 20XX). Pitched and wrote fashion and career articles.

Lambda Pi Eta, Communication Honor Society- President (May 20XX- May 20XX). Organized communication department-based events to promote extracurricular involvement and alumni relations.

SKILLS

Incopy, basic InDesign Blogger, Wordpress, AP Style, Lexis Nexis, Podcasting, Microsoft Office