

Anthony Artist

785-625-5555 • ajartist@mail.fhsu.edu • 600 Mission MT., Hays, KS 67601

Education

Bachelor of Fine Arts, May 20XX

Concentration: **Interior Design**

Fort Hays State University, Hays, KS

GPA: 3.6

Relevant Coursework

- Historical Furnishings
- Textiles
- Business interiors
- Architectural Drawings

Internship

Furniture Sales Intern, Summers 20XX – 20XX

Jilka Furniture Galleries, Salina, KS

- Assisted customers in choosing home and office furniture
- Used various CAD software such as X, Y, and Z, to generate floor plans and perspective drawings for customers when requested
- Further developed knowledge of furniture lines available and the products offered for customers

Experience

Customer Service Associate, June 20XX – April 20XX

JC Penny, Hays, KS

- Responsible creating display aesthetics
- Provided quality customer service by assessing individual customer's needs and providing assistance in a timely manner
- Demonstrated strong attention to detail in managing cash register

Home Restoration Assistant, May 20XX – June 20XX

K Joe Homes, Hays, KS

- Observed lead designer throughout the design process and provided opinions and additional design concepts when requested
- Assisted in scraping and painting of exterior surfaces on homes undergoing restoration

References

Available upon request

Bianca Jones

Wooster Place Apt.
Hays, KS 67601

308-991-5555
bnjones@mail.fhsu.edu

EDUCATION

Bachelor of Fine Arts, May 20XX
Emphasis: **Photography**
Fort Hays State University, Hays, KS
GPA 3.35

PROFESSIONAL EXPERIENCE

Photographer, August 20XX - Present

Bianca Jones Photography, Hays, KS

- Photograph senior portraits, couples' engagements, weddings, and families
- Manage session scheduling, client payment records, and product distribution, demonstrating strong attention to detail
- Transform raw image into creative, eye-appealing photographs using Adobe Photoshop software
- Collaborate with each client to ensure desired image and feeling is captured within every photoshoot

Photo Assistant, May 20XX – August 20XX

Studio Images, Holdrege, NE

- Assisted in client scheduling
- Observed lead photographer capture images in various settings, including senior portraits, couples' engagements, weddings, and family portraits
- Provided photo support when multiple photographers were requested by client

OTHER EXPERIENCE

Child Care Provider, February 20XX – Present

Mary Smith, Hays, KS

- Care for four children ages 3 months – seven years old
- Responsible for transporting children to and from various extracurricular activities in a safe and timely manner
- Assist oldest child with school work
- Create fun, engaging activities for the children to do throughout the day

Cashier, May 20XX – August 20XX

Nash Finch, Holdrege, NE

- Executed basic cashier duties such as checking-out store patrons, maintaining proper cash limits, and balancing cash drawer at the end of each day
- Assisted co-workers in bagging and delivering groceries to customers' vehicles, demonstrating strong customer service skills

Deb Designer

109 W. 10th
Hays, KS 67601

(785) 259-5555
dlldesigner@mail.fhsu.edu

Education

Bachelor of Fine Arts, May 20XX
Emphasis: **Graphic Design**
Fort Hays State University, Hays, KS

Special Skills

- Software: Adobe Illustrator, Photoshop, After-Effects, InDesign
- Art Skills: Objective Painting, Typography, Jewelry Design, Printmaking, and 3D Design
- Bilingual: English and Japanese

Experience

Graphic Designer, February 20XX – Present

University Relations and Marketing, Fort Hays State University, Hays, KS

- Design print publications and promotional materials, upholding the University's desired public image
- Collaborate with clients and print staff to ensure materials generated capture the client's vision and meet quality standards
- Balance multiple projects at the same time, demonstrating strong time management abilities
- Incorporate existing designs and logos into new works

Catering Assistant, September 20XX – February 20XX

Chartwell Catering Company, Hays, KS

- Provided quality service to university guests attending catered events
- Executed basic serving tasks such as acting as wait staff and maintaining food levels on buffets
- Assisted in training new employees

Front Desk Clerk, July 20XX – August 20XX

Hotel Green Plaza, Karuizwa, Japan

- Managed guest, payment, and staffing databases
- Facilitated the check-in/check-out processes for guests, demonstrating strong customer service

Honors/Activities

- Omicron Delta Kappa
- Dean's Honor Roll

References

Available upon request

Suzy Success

858 N. Fort, Hays, KS 67601 • (785) 585-1020 • sjsuccess@mail.fhsu.edu

Education

Bachelor of Arts in Psychology, December 20XX

Bachelor of Fine Arts

Concentration: **Graphic Design**

Fort Hays State University, Hays, KS

Relevant Experience

Graphic Designer, April 20XX – Present

The Hays Daily News, Hays, KS

- Design letterheads, business cards, and envelopes for businesses in and around the Hays community
- Create wedding invitations, birth announcements, and prayer cards using Adobe Photoshop, Freehand 7.0 and 8.0, and Claris Works software programs
- Generate ads and announcements for both print and digital publication
- Assist in teaching community members about various programs used in business and printing professions

Other Experience

Pre-Installed Computer Technician, October 20XX – July 20XX

Sykes Enterprises, Hays, KS

- Performed personal computer software and hardware support
- Taught customers about many models and operating systems available on the computer market to ensure the customer was able to purchase software that would best suit their needs
- Promoted Through various positions within the general department to ultimately achieve Pre-Installed Technician title

Children's Art Instructor, January 20XX – August 20XX

Garden City Recreation Commission, Garden City, KS

- Planned and implemented classroom presentations and instruction to engage primary age students in fine arts learning
- Responsible for classes of 25 students
- Provided interactive learning experience for students

Involvement

- Phi Eta Sigma
- Marching Band
- Jazz Band
- Concert Band

Reference

Available upon request