

IIDA SHIFT21 Prep Sessions



The Do's and Don'ts of Resumes

What is a resume?

- A resume is a document that lists
 - your work experience and emphasizes skills
 - education
 - volunteering and achievements
- A resume and CV (Curriculum Vitae) are different
 - A CV emphasizes academic accomplishments
 - Used when applying for positions in academia, fellowships, and grants
 - Can include publications, posters, and presentations

Think of a resume as Step 1 in a 3-step process
(1. Resume, 2. Portfolio, 3. Interview)

Resume Do's

Basics for the Interior Design Industry

- DO proofread! Spell check, grammar check, punctuation check, peer review
 - DO clearly identify your name and contact information
 - DO lead with your Education until 1-2 years within the industry
 - DO use action words and take credit for the things you made happen
 - DO let others know if you have included them as a reference
 - DO answer the question, “What does this bring to the employer?”
 - DO study bad resume examples
-

Resume Don'ts

Basics for the Interior Design Industry

- DON'T write a novel for each job, keep it concise
 - DON'T include unnecessary personal information
 - DON'T include inaccuracies about your qualifications or experience
 - DON'T use passive language and negative comments about your former employer
 - DON'T include information that could work against you (age, photo, GPA, etc.)
 - DON'T use that email address from 9th grade. Make a professional one
-



consigliere

@moyodre

How would you write “I changed a light bulb” on your resume?



M

@MuyiwaSaka

Single-handedly managed the successful upgrade and deployment of new environmental illumination system with zero cost overruns and zero safety incidents.

How do I use action words? (Responsibilities vs Achievements)

Examples:

- *Responsible for managing team of five sales representatives*
- *Responsible for hitting monthly sales goals*
- *Responsible for communicating weekly with clients to ensure success*

VS

- *Manage, mentor and develop a team of five sales representatives*
 - *Consistently attain and exceed monthly sales goals*
 - *Lead weekly client meetings to foster open communication and ensure ongoing success*
-

How do I use action words? (Responsibilities vs Achievements)

Make it sound impactful with stronger descriptions:

- *Prospect for new business opportunities by making cold calls and following up on leads.*

VERSUS

- *Aggressively prospect for new business by completing 50+ cold calls a day and pursuing leads to ensure pipeline sufficiency.*

Use keywords (employers may use an applicant tracking system):

- *3+ years of experience in web development*

Convey relevant skills:

- *Took coffee, food, and other beverage orders and prepared them for customers quickly and effectively.*
- *Delivered excellent customer service and prompt food and beverage delivery.*

EQUALS

- *“This person knows how to be efficient with their work and can be put in front of a client.”*

What do you mean by visual hierarchy and consistency?

Jane Ahlgren
E-Mail: JUAhlgren@gmail.com Address: 134 Rightward Way Portland, ME, 04019
Tel: 555-212-5551

Objective

- To be an expert in my area of work, with passion for challenges, innovation and working with people and communities.
- Seeking a role, where I will be able to apply my skills, work experience in project management by making a difference through quality, with strict adherence in achieving the organizational goals.

Summary

Healthcare PMP with years of experience managing various projects in a hospital. Cut costs by significant amount in 6 months, dropped stockroom waste and reduces wasted foot traffic across nursing staff and departments.

Academic Details

- Project Management Institute – Received Project Management Professional certification
- University of Southern Maine, BSN (1996-09 – 1999-05)

Technical Skills & Languages

- Keynote, MS Office
- Spanish (intermediate)

Work Experience

Date of Joining: 2006-05 to 2017-01
Post: Project Manager
Organization: Seton Hospital, ME
The scope of work: Oversaw hospital projects with focus on reducing various costs. Oversaw “Just in Time Restock” project, which was aimed to cut stockroom waste. Implemented Lean Training and Six Sigma projects for all employees, which was aimed to cut costs. Created supply room reallocation project, which was aimed to cut foot traffic for nursing staff and various departments.

Date of Joining: 2002-09 to 2006-05
Post: Chief Nursing Officer
Organization: Seton Hospital, ME
The scope of work: Led nurses with multiple project management duties. Managed nursing staff and align them to new scheduling system. Implemented cost tracking project and managed projects for lean training.

Date of Joining: 2000-03 to 2002-09
Post: Charge Nurse, Maternity
Organization: Seton Hospital, ME
The scope of work: Lead team of 15+ Maternity Ward nurses. Organized and coordinated a project to donate expired supplies and equipment to charities. Implemented a patient tracking system to cut data collection. Initiated various projects.

Hard and Soft Skills

- Leadership
- Agile and Scrum
- Business Process Improvement
- Vendor Management
- Project Scheduling

Jane Ahlgren
PMP, RN

Passionate healthcare PMP with 10+ years experience managing various projects in a high-volume hospital. Cut costs by 32% in 6 months, dropped stockroom waste by 65%, and reduced wasted foot traffic by 88% across all nursing staff and departments. Seeking to leverage strong leadership skills and expertise to increase profitability for C.S. Mott Children's Hospital.

Experience

2006-05 - 2017-01 **Project Manager**
Seton Hospital, ME

- Oversaw all major hospital projects for 10+ years, focus on cost reduction.
- Oversaw the “Just in Time Restock” project. Cut stockroom waste by 65%.
- Implemented the highly successful Lean Training and Six Sigma projects for all employees. Cut costs by 32% in less than six months.
- Created our popular supply room relocation project. Cut wasted foot traffic by 88% across all nursing staff and departments.

2002-09 - 2006-05 **Chief Nursing Officer**
Seton Hospital, ME

- Nursing leader for all 87 nurses with multiple project management duties.
- Switched nursing staff to new scheduling system for better cost management.
- Implemented a new cost tracking project to ratchet down stockroom waste.
- Managed project for lean training of all nurses.

2000-03 - 2002-09 **Charge Nurse, Maternity**
Seton Hospital, ME

- Led team of 15+ Maternity Ward nurses for two years.
- Organized and coordinated a project to donate expired supplies and equipment to overseas charities. Recouped over \$32,000 in tax deductions.
- Implemented a new patient tracking system to cut redundant data collection.
- Initiated project for better glowing/glowing techniques. Infection-related complications dropped 15% after project's end.

Education

2006-10 - 2008-07 **Project Management Institute**
Received Project Management Professional certification from PMI.

1996-09 - 1999-05 **University of Southern Maine, BSN**
• Andersen Postgraduate Fellowship to study advanced nursing techniques.
• Managed a student project to develop a weekly nursing podcast.
• Graduated Summa Cum Laude

Certificates

PMP, RN

Conferences

2014-10 Guest Speaker, Northeast Shingo Lean Conference

Licenses

RN (73829)

Personal Info

Address
134 Rightward Way
Portland, ME, 04019

Phone
555-212-5551

E-mail
JUAhlgren@gmail.com

WWW
www.janeahlgren.com

LinkedIn
www.linkedin.com/in/jane-ahlgren/

Skills

Leadership ●●●●●
Expert

Agile and Scrum ●●●●●
Advanced

Business Process Improvement ●●●●●
Expert

Skilled in Keynote, MS Office ●●●●●
Expert

Project Scheduling ●●●●●
Advanced

Strategic Planning ●●●●●
Intermediate

Communication Skills ●●●●●
Expert

Languages

Chinese ●●●●●
Advanced

Spanish ●●●●●
Intermediate

Resume Do's

Visuals & Graphics

- DO keep it simple - no need for an entire brand/graphic identity here. Less is more
 - DO have visual consistency between your resume, business card, and portfolio
 - DO develop a simple template of how you want to communicate your information
 - DO consider your font choice and color you may want to use to communicate the type of work you're interested in (font pairings)
 - DO establish a visual hierarchy on the page with 1-2 two fonts (ex: all headers are the same size, all body text is the same size)
-

Resume Don'ts

Visuals & Graphics

- DON'T use tiny text or odd fonts. Fonts should be legible on screen and in print, sized between 11-13 points
 - DON'T do anything over the top (origami resumes, scented paper, etc.)
 - DON'T create a resume that is unique in size. Keep it on standard sized 8.5 x 11 paper
 - DON'T make your resume a huge file size
 - DON'T focus on graphics, but do focus on the written content quality
-

How can fonts work for you?



Sans serif



Sans serif + script



Serif + sans serif

How can you add visual emphasis?

STEPHANIE BULLOCK

GRAPHIC DESIGNER & FUTURE WEB DESIGNER

Be ONLINE PORTFOLIO
behance.net/stephanicoleb

EMAIL
stephanicoleb@me.com

TELEPHONE
865.719.4601

TUMBLR
stephanicoleb.tumblr.com

TWITTER
Stephanicole

ABOUT
STEPHANIE BULLOCK

Stephanie is a warm, kind, and unique individual with a sensitive, confident, respectful, humble, and very helpful personality. She is a creative, energetic, thoughtful, bright, positive, cheerful, fairly fearless, and fun individual who is always looking for fun, creative, and challenging design projects. She is a member of the design team at the University of North Carolina at Wilmington, where she is currently working on her Bachelor's degree in Graphic Design. She is also a member of the design team at the University of North Carolina at Wilmington, where she is currently working on her Bachelor's degree in Graphic Design. She is also a member of the design team at the University of North Carolina at Wilmington, where she is currently working on her Bachelor's degree in Graphic Design.

EXPERIENCE

Print (Internship)
August 2012 - Current
Providing client, creative support for sites & designing collateral for events

North Creative Group (Internship)
January 2012 - May 2012
Mostly print design & some Wordpress

PSDC 2012 Student Design Showcase
Created concept and all collateral start to finish

Beyond Media (Internship)
Introduced to the world of video editing & two on-site commercial shoots

EDUCATION

Graduated Spring 2012 with an AS Degree in Communication Graphics Technology (GTA 3.25)

Studied New Media in Paris, Brussels, & Amsterdam for course credit through Theta

Recently decided to return to Fellowship State for an additional AS Degree in Web Technology

I am also planning to pursue a BFA in Graphic Arts from the University of Tennessee

Class of 2009 from Farmington High School

EXTRA ACHIEVEMENTS

Awarded Graphic Design Student of the Year by the American Advertising Federation (AAF)

Was on a committee that created all collateral needed for the Savannah 2012 Statewide Design Competition

Awarded the only Award of Merit given for the CGT program in 2012

Took Gold & Silver in a statewide design competition

Selected by professors to represent the CGT program at Parlipeps in a promotional video

My concept was voted by my peers to represent students in Parlipeps's Student Design Showcase for the 2012-2013 graduating students

Have served on the ASU Student group as Vice President & Communications Officer while adding the Knoxville board with many of their events

HELLO. THIS IS RESUME OF

JUSTINE WATERLOW

GRAPHIC DESIGNER

Profile

Name	Justine Waterlow	Mobile	065 12345678
D.O.B.	15th January 1985	Email	justine@waterlow.com
Address	123 Street Name, Town / City, State / Country, Post / Zip Code	Website	www.waterlowdesign.com
		LinkedIn	@justinewaterlow

Work experience

09 - Company Name
Position field
It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using

05 - 09 Company Name
Position field
It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using

03 - 05 Company Name
Position field
It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using

Education

00 - 03 Course Studied
University / College Details

98 - 00 Course Studied
University / College Details

Skills

Photoshop	HTML 5
Illustrator	CSS 3
InDesign	JavaScript

Use icons.

Use white space.

Use color.



DESIGN ENTREPRENEUR SEEKING CREATIVE OPPORTUNITIES
WWW.WHITSPEAKS.COM

ENTREPRENEURSHIP

HEART & ARROW DIGITAL DESIGN
FOUNDER | JANUARY 2013 - PRESENT
WWW.HEARTANDARROWDESIGN.COM
PERFORM ALL TASKS RANGING FROM FINANCIAL MANAGEMENT & CLIENT CORRESPONDENCE TO DESIGN.
SERVICES INCLUDE: BLOG, WEBSITE, SOCIAL MEDIA, PATTERN & PRINT APPAREL, BUSINESS CARD, POSTERS, FLYERS, GRAPHICS, LOGO & BRAND IDENTITY & PUBLICITY
800+ CLIENTS FROM 13 COUNTRIES IN FIRST TEN MONTHS.

LEADERSHIP

STUDENT AMBASSADORS
PRESIDENT + SECRETARY
A UNCW STUDENT ORGANIZATION WHOSE MISSION IS TO SERVE PAST, PRESENT + FUTURE STUDENTS. I GAVE CAMPUS TOURS, WORKED WITH UNIVERSITY ADVANCEMENT + UNCW ALUMNI + THE OFFICE OF THE CHANCELLOR.

RESIDENCE HALL ASSOCIATION
VICE PRESIDENT OF PUBLIC RELATIONS
A UNCW STUDENT ORGANIZATION WHOSE MISSION IS TO PLAN PROGRAMMING FOR RESIDENTS. MY JOB WAS TO CREATIVELY PUBLICIZE EACH EVENT.

STUDY ABROAD AMBASSADORS

HONORS SCHOLARS ASSOCIATION

SURFRIDER FOUNDATION

WORK EXPERIENCE

LEMONSTRIPE DESIGN STUDIO
INTERN | SEPTEMBER 2012 - JANUARY 2013
ASSISTED IN DAY TO DAY TASKS INCLUDING PRODUCT PHOTOGRAPHY, PRODUCT RESEARCH, CLIENT CORRESPONDANCE, & WEB DESIGN. LEARNED TO USE THE ADOBE CREATIVE SUITE.

QUIXOTE GROUP
INTERN | APRIL 2012 - AUGUST 2012
ASSISTED ACCOUNT EXECUTIVES IN PUBLIC RELATIONS RELATED TASKS INCLUDING WRITING PRESS RELEASES, SENDING PRESS RELEASES, DESIGNING EMAIL NEWSLETTERS, MANAGING SOCIAL MEDIA ACCOUNTS, & MANAGING PUBLICITY.

LAWDALE SWIM & TENNIS CLUB
HEAD SWIM TEAM COACH | 2009 - 2012

TECHNICAL SKILLS

PERSONAL BLOG: WWW.WHITSPEAKS.COM
ADOBE ILLUSTRATOR + PHOTOSHOP
WORDPRESS + BLOGGER
WEB DESIGN + BASIC HTML + CSS
LOGO + BRAND DESIGN
PRINT DESIGN + MICROSOFT OFFICE

ABLE TO MULTITASK + ADAPT
HAND PAINTING + EYE FOR DESIGN

EDUCATION

UNIVERSITY OF NORTH CAROLINA WILMINGTON
GRADUATING MAY 2014 | B.S. GPA
B.S. BUSINESS ADMINISTRATION, MARKETING
LEADERSHIP STUDIES MINOR | UNIVERSITY HONORS
STUDY ABROAD IN GERMANY
MU KAPPA TAU NATIONAL MARKETING HONORS SOCIETY

CONTACT ME
WHITNEY.VASS@GMAIL.COM

Pinterest | LinkedIn | Facebook

What's happening in the creative industry?

CAROL PAYNES
Interior Designer

PROFILE


Seeking the position of a interior designer in a challenging environment where my uncommon, creativity, skills, knowledge of beauty and passion, and unmatchd attention to details will be employed in giving clients' an awesome look that suits the occasion.

123 W ORANGE ST. LOS ANGELES

#@CAROLPAYNES.COM

CAROLPAYNES.COM

322 234 2344



EDUCATION

Associate Degree in Graphic Design
University of Illinois, 2002

Bachelor Degree in Interior Design
University of Illinois, 2004

Certificate in Online Marketing
University of Illinois, 2006

SKILLS

MAC/PC SYSTEMS

MICROSOFT WORD

POWERPOINT

BLOGGING

PHOTOSHOP CS

EXPERTISE

PROJECT DESIGN

SOCIAL MEDIA

QUALITY CONTROL

REPORT WRITING

WEB DESIGN

EXPERIENCE

INTERIOR DESIGNER


- Distinguish rooms and determine their interiors
- Determine the use of furniture and when to use them
- Develop communication with producers and or directors to know what the work requires
- Create a mental picture of what each room should look like from the client's pitch and gather resources to this effect

LOCAL INC
NEW YORK
2014-2015

GRAPHIC ARTIST

- Distinguish designs and determine their composition
- Determine the use of elements and when to use them
- Develop communication with producers and or directors to know what the work requires
- Create a mental picture of what each layout should look like from the pitch and gather resources to this effect

G.L. HUETT
KANSAS
2013-2014



CAROLINE THOMPSON
ART DIRECTOR

PROFILE

Advertising campaigns are my forte. I have been in the industry for 6 years.

Address: Los Angeles, California
Phone: +(87) 834 2934 2344
Website: carolinethompson.com

WORK

2022 - 2023 **Creative Minds Graphic Design Studio California** • Senior Art Director
Generating and developing ideas to present to the client

2021 - 2022 **Mega Giants Publishing and Studio** • Junior Art Director
Working on designs to produce an effective advertising campaign

2020 - 2021 **Big Ideas Inc** • Assistant Art Director
Commissioning specialists, such as artists, to work on projects

SKILLS & AWARDS

UI/UX

Growth Marketing

Typeography

Video Production


Print Design


2019 **Saiten Design Awards**
Ranked 10 Graphic Designer


2019 **Graphic London Award**
Winning Entry: Poster Design


2019 **LA Creatives Award**
Winning Entry: Ad Campaign

INTERESTS


Internet


Sketching


Movies


Music

EDUCATION

2016 - 2020 **Alabama College of Design and Technology** • Cum Laude
Bachelor of Fine Arts Major in Advertising

2013 - 2016 **Helena All Girls Senior High School** • Valedictorian
President of Art and Design Club



Alex Satriani
DESIGNER
PHOTOGRAPHER

ABOUT ME

Graphic Designer and Photographer - highly developed skills in creating prints, and web designs. Defined as an adaptable, ambitious, self-motivated, confident and down to earth individual - combined with a limitless imagination and creative drive. I breathe, eat, and live design. I also speak fluent Georgian, German, Russian, French and English - making me a valuable asset to any team.

I THINK

My passion for design is much more than sitting at a computer making ugly things look beautiful, design is to inspire and broaden minds with my work.

I DON'T WANT

Just to get a job. I want THE job! Its hungry for a challenge, and willing to go the extra mile to prove that being me is the best decision you've ever made.

LONG STORY SHORT

1991
Birth

2005
High School

2006
Design Inspiration

2010
University BA GRAPHICS

2013
Join your team

MY SKILLS

WEB ●●●●●●●●

PRINT ●●●●●●●●

LOGO ●●●●●●●●

LAYOUT ●●●●●●●●

BRANDING ●●●●●●●●

ILLUSTRATION ●●●●●●●●

CONTACT ME

📞 07734356173

📍 London

✉️ hi@alexasatriani.com


Photoshop


Dreamweaver


Flash


InDesign


After Effect

Interior designer resume

Art director resume

Photographer resume

How can you personalize it?



Franklin Schamhart
User Experience Designer
Amsterdam, The Netherlands

Profile
I'm a digital native with 7+ years of multi-disciplinary agency experience in digital creativity. My belief is that a good brand is defined by the experience of its clients. My passion is to make these experiences better and more beautiful.

Experience

- Team lead digital @ Strangelove**
12/2013 - Present
Coordinating a team of 6, implementing and developing design standards, consulting core clients and scoping projects.
- UX Designer @ Headcandy**
09/2012 - 12/2013
Developing concepts around new sensors and interfaces, creating UI designs and motion demos.
- UX Designer @ Strangelove**
09/2010 - 09/2012
Setting up a digital division, creating strategies, prototypes and webdesigns.
- Web Designer @ Blackorange**
06/2009 - 12/2012 (Part Time)
Developing functional designs and webdesigns for core clients and improving the CMS.
- Jr. Designer @ Media Republic**
01/2006 - 05/2006 (Internship)
Creating visuals for pitches and presentations, assisting on campaign concepts, print design and ideation.

Education

- BA, Communication & Media Design**
2006 - 2011
University of Applied Sciences Amsterdam
- Multimedia Design**
2005 - 2007
Graphic Lyceum Amsterdam

Details
06/06/1986
Leis Smitstraat 25
1062 HP Amsterdam
+31 6 18 33 22 54
me@franklin.com

Languages
Dutch
English
German

Passions
User Interface Design
Interaction Design
Concept Development

Tools
Adobe Photoshop
Adobe Illustrator
Adobe After Effects
Aeare
OmniGraffle Pro

Methods
Kanban
Scrum

Copyright 2013 © Franklin Schamhart

Go clean



Hello.

My name is Adam Rozmus and this is my resume my story

+48 503 631 242
adam.rozmus@gmail.com
http://rozmin.com

Interakcja / Web Designer
Creating web projects, presentations, prints, illustrations and icons

Valor Studio / Owner, Graphic Designer
Specialised in creating corporate identities, web, prints, typography

in.com - freelancer / Graphic Designer
able for web projects and html & css coding

real estate / Web Designer
elements, web templates, coding HTML & CSS and ActionScript

Go unique



GRAPHIC DESIGNER

Chuck D Lay
1033 Sanders Lane
Ruston, LA 71270

318-243-4675
chuckdlay@yahoo.com
chuckdlaydesign.com

DESIGNER PROFILE
Detail oriented team player. Organized, flexible and able to meet deadlines in a fast paced environment. Excellent customer service skills with a background in retail management.

Objective: to obtain full time employment as a graphic designer in a position that will allow me to utilize my experience in identity systems and logo design.

TECHNICAL QUALIFICATIONS
Proficient in both Mac OS X and Windows XP/2000 operating systems

SOFTWARE
• Proficient in Adobe CS3: Illustrator, Photoshop, InDesign, Dreamweaver, and Flash
• In depth knowledge of HTML and CSS
• Experience in using QuarkXpress

Other skills in Microsoft Office: Word, Excel, PowerPoint

EDUCATION
B.F.A. in Communication Design
Louisiana Tech University
August 2008

AWARDS - HONORS - ACTIVITIES
AGA Student Member
Dean's List Spring 2007
LSC2 Underground Graphics Student Organization for Graphic Design Majors at LA Tech

PROFESSIONAL INTERNSHIP
Trinity Heights Baptist Church
Shreveport, LA - 05/07-08/07

• Generated complete identity system from concept to print including: logo, business cards, letterhead, programs, posters, web design and apparel.

FREELANCE DESIGN
Trinity Heights Baptist Church
Shreveport, LA - 03/08-Present

• Redesign and continued maintenance of website and identity elements.

OTHER EMPLOYMENT

- Office Coordinator - Louisiana Tech University - Office of Disability Services - 05/08 - Present
- Student Assistant - Louisiana Tech University - 05/07 - 05/08
- Server - Applebees - Ruston, LA - 08/07 - 05/08
- Stock Manager - Discount Warehouse - Ruston, LA - 01/09 - 12/08

FREEHAND
Illustration:
• Pen and Ink
• Watercolor

OTHER EXPERIENCE
Screen Printing & Photography

WANT MORE DESIGNER?

MAIL TO: **Chuck D COMICS**
Subscription Dept.
1033 Sanders Lane
Ruston, LA 71270

NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____

If you would like to see up an interview or inquire about my freelance services, just call or email me.

Go bold

Thank you!