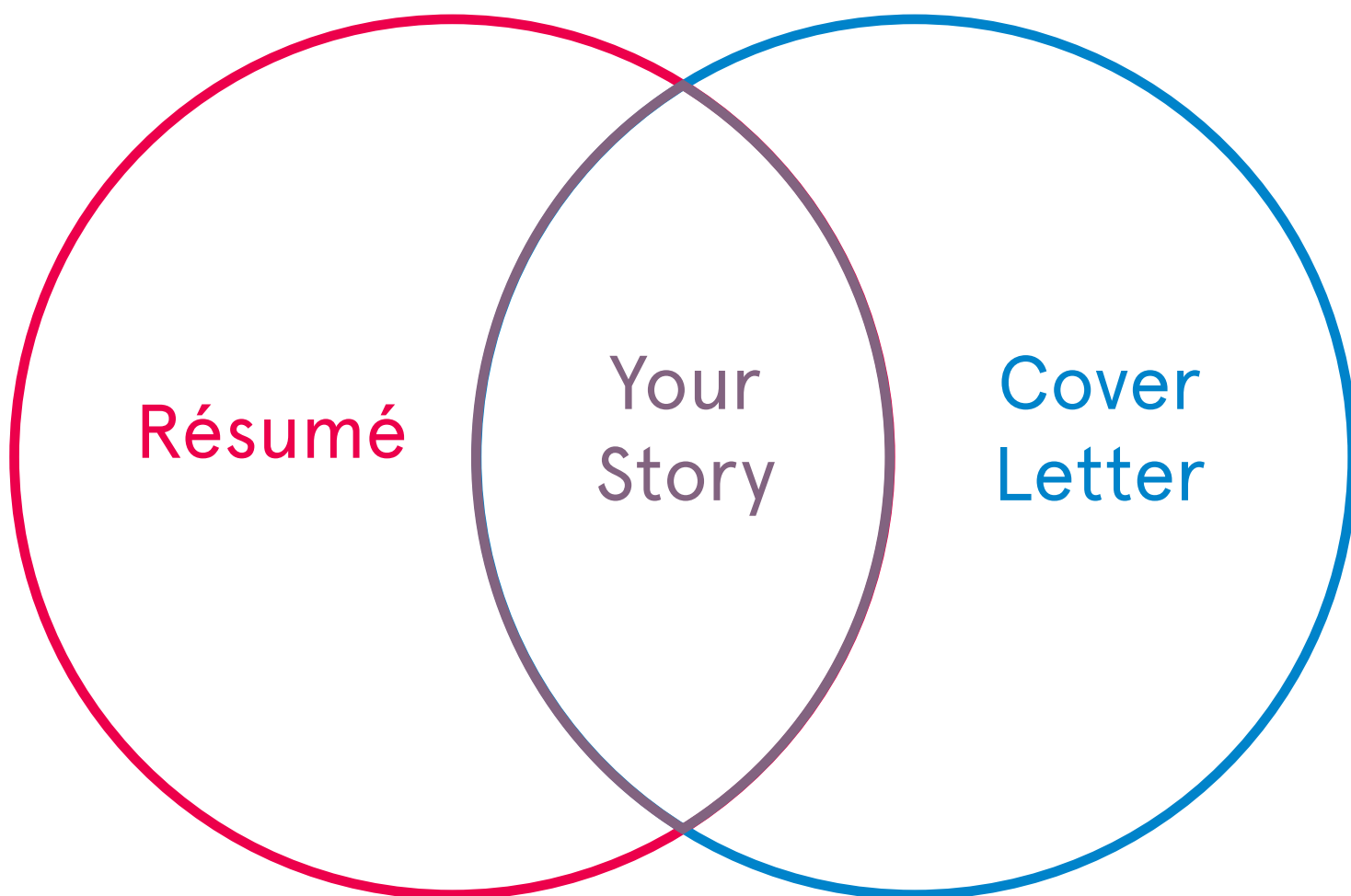


Résumé & Curriculum Vitae (CV) Writing Guide



This guide is meant to help you develop a résumé to help tell your story. Keep in mind, that a résumé is only a small portion of the materials needed to present a holistic picture of who you are to a potential employer. A well-crafted cover letter, and (if necessary for your chosen profession) portfolio are also necessary in developing a narrative that showcases your abilities.

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Guidelines for Résumé Writing

What is a résumé?

- A summary of your skills, abilities, and accomplishments related to the job you are seeking.
- A concise narrative of what you've accomplished, where you've been and where you hope to go.
- A chance to demonstrate your style, organization, and attention to detail.

General Tips

1. The résumé should be a **one-page** listing of your education, employment history, and accomplishments.
2. Keep it **simple and organized**. Use your design skills, but don't go overboard.
 - a. Consider various fonts, colors, and the use of bold and italicized text to guide the eye.
3. Make sure everything is spelled correctly and you are using proper grammar. Have at least two people **proofread** your résumé.
4. Present your information in the **same format throughout** – if you list a title before company name, do the same throughout your résumé.
5. **Use action verbs and omit personal pronouns** – i.e.: “implemented procedures” rather than “I implemented procedures.”
6. Arrange your information in **reverse chronological order** – the most recent school attended and the most recent job should be listed first.
7. Make it **relevant**. The information should either support your job/internship goal directly or support your character as it relates to future opportunities.
8. Keep a **separate list of references** and make them available to potential employers upon request.
9. Your résumé should **complement other efforts** to advance your career. In addition you should develop a professional network of peers, collaborators, past employers, and professors.
10. Used to apply for a specific job, your résumé should **supplement a cover letter** communicating your interest in the position, qualifications, and potential contribution

Key Words for Writing

Management

Analyzed
Assigned
Chaired
Contracted
Consolidated
Consulted
Delegated
Directed
Executed
Excelled
Improved
Increased
Mastered
Maximized
Minimized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication

Addressed
Authored
Contacted
Corresponded
Developed
Drafted
Edited
Efficiently
Expressed
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Persuaded
Promoted
Publicized
Recruited
Reported
Spoke
Translated
Utilized

Clerical/Detail

Approved
Arranged
Catalogued
Classified
Compiled
Dispatched
Effectively
Generated
Implemented
Insured
Observed
Participated
Played a vital part
Prepared
Presented
Processed
Proposed
Purchased
Recorded
Retrieved
Screened
Specified
Successfully
Validated

Research

Achieved
Collected
Compared
Compiled
Conducted
Critiqued
Cut time/costs
Discovered
Evaluated
Examined
Gathered
Identified
Inspected
Interviewed
Investigated
Organized
Prevented
Resolved
Specialized
Sumarized
Surveyed

Technical

Assembled
Assured
Built
Confirmed
Devised
Engineered
Expanded
Launched
Maintained
Operated
Overhauled
Predicted
Programmed
Remodeled
Repaired
Shortened
Solved
Trained
Upgraded

Teaching

Adapted
Coached
Contributed
Communicated
Coordinated
Emphasized
Enabled
Encouraged
Ensured
Explained
Guided
Handled
Helped
Informed
Initiated
Instructed
Led
Made
Set
Stimulated

Financial

Administered
Advanced
Allocated
Audited
Balanced
Budgeted
Calculated
Computed
Estimated
Exceeded
Marketed
Negotiated
Obtained
Projected
Raised
Reduced
Researched
Secured
Substantially
Sustained

Creative

Accomplished
Acted
Acquired
Conceptualized
Combined
Created
Designed
Established
Explored
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Revitalized
Shaped
Visualized

Supporting

Advised
Advocated
Aided
Anticipated
Assessed
Assisted
Cared
Clarified
Collaborated
Cooperated
Counseled
Demonstrated
Educated
Expedited
Facilitated
Familiarized
Mentored
Recognized
Referred
Represented

Typical Contents & Sections

Contact

- This should include your name, city, phone number, email, and website.
- Print your name in a bold, large font size – you may include a logo/text treatment, but make sure the name is legible.
- Your contact section can be at the top, bottom, left, or right on the page.

Summary of Qualifications (optional)

- Several brief phrases about your most recent qualifications for the positions using action verbs. Ex: Operated on a quick turn-around schedule as a freelancer for Xxxxxx.
- Use this area to supplement and connect other areas of your résumé – add depth to the information you already provide.

Education

- List in reverse chronological order.
- Include institution, location (city, state), degree, majors and minors, and graduation/expected graduation date.
- You can include your GPA if it is above a 3.5.

Experience

- List job title, employer/organization, location (city, state), and dates of relevant employment.
- Include a minimum of 2–3 bullet points describing the skills used in your role – emphasize results & accomplishments.
- Lead with action verbs. Do not lead with “duties and responsibilities included” because it describes the job more than it describes your abilities and skills.
- Eliminate old/unrelated experience as you run out of space (a résumé should only be 1–page).

Honors/Awards (optional)

- List honors, scholarships, or awards you’ve received.
- Include anything from community or civic organizations.
- Focus on major-related honors/awards that make you stand out from your peers and tell your story.

Relevant Coursework (optional)

- List courses that are relevant to the position
- Focus on electives and advanced courses
- Sometimes names are not descriptive, so it’s helpful to add a few bullets about what you learned.

Skills

- Include all computer, foreign language, and technical skills.
- Characterize your level of ability using words (proficient, knowledge of, experience in, etc). not info graphics.
- Consider skills (relevant to the position) that make you stand out from your peers.

Activities (optional)

- Include club memberships, community service, and hobbies.
- Emphasize leadership roles.

Relevant Projects (optional)

- Include the title of the project, year, and brief description of the concept.
- Use a minimum of 2–3 bullets to breakdown the process of creating the project.

Résumé vs. Curriculum Vitae (CV)

A CV speaks largely to an academic audience and documents your academic and intellectual accomplishments. It is mostly used when applying to faculty and teaching positions in the United States.

A résumé is read by hiring managers who often review hundreds of applicants for a single position (which is why it needs to be concise and clear). It is used for applying to jobs in non-profits, government, and private companies in the United States.

Both must provide a persuasive account of your skills and experiences as they relate to the specific opportunity.

For high level positions, you may need a hybrid document that's a cross between a résumé and a CV. This shortened CV can be about two–three pages (1 page per 10 years of experience) and should provide a bit more information than a typical résumé (such as research experience, recent publications, etc.).

	CV	Résumé
Audience	Academics; Jobs outside the US; Graduate schools.	Standard in the U.S. and Canada for employers hiring for a variety of positions.
Goal	To present your full academic history – including teaching, research, awards, publications, and service.	To demonstrate your skills and experience relevant for the position you are seeking.
Length	As long as necessary.	One or two full pages only.*
Focus	Demonstrating your academic achievements and scholarly potential.	Representing your experiences and skills you've gained from jobs, extracurricular activities, volunteer work, etc.
Essential Information	Lists of publications, presentations, teaching experiences, education, honors, and grants.	Skills and experience you have gained as related to the job you are seeking.
References	Included	Keep as a separate document

* A two–page résumé is used for those with 5+ years of experience or when you have enough **relevant** experience to fill two full pages.

Checklist

Ask yourself:	Yes	Needs More Work
Is it clear you are qualified for the job or internship you are applying for?		
Does it does not contain the pronoun "I" anywhere in the résumé?		
Are the jobs in your experience section and the schools in your education section listed in reverse chronological order?		
Do you begin sentences with a variety of action verbs that describe the skills you're using?		
Do you list accomplishments in the experience section? Employers want to know what you have accomplished (created, expanded, implemented, etc.)		
Do each of your professional experieinces relate your past to the job you are applying for?		
Does your résumé reflect you as a person by including special projects, volunteer activities, or other important things an employer would find interesting and relevant?		
Is the format professional and attractive and without spelling, punctuation or grammatical errors?		
Is it concise and easy to read?		
Have you shown it to a career advisor, faculty member, or your department staff for feedback? If not, you should!		

	1 – Start Over	2 – Needs Revising	3 – Needs Some Editing	4 – Ready to Go
Content 35%	<ul style="list-style-type: none"> Includes little to none of the suggested components (e.g. education, experience) There is little mention of skills or accomplishments Does not include accomplishment statements Dates, titles, and locations are listed for a few items 	<ul style="list-style-type: none"> Includes some of the suggested components Some information highlights skills and accomplishments Résumé includes a few accomplishment statements Dates, titles, and locations are listed for a few items 	<ul style="list-style-type: none"> Includes all of the suggested components Information highlights skills and accomplishments Most experiences are described with multiple accomplishment statements Dates, titles, and locations are listed in experience section 	<ul style="list-style-type: none"> Includes suggested components and additional sections to enhance résumé All information highlights skills and accomplishments Each experience is described with multiple accomplishment statements Dates, titles, and locations are listed for every experience item
Phrasing 30%	<ul style="list-style-type: none"> Descriptions are excessively wordy or unclear Descriptions lack detail Descriptions do not use action verbs 	<ul style="list-style-type: none"> Descriptions are wordy or somewhat unclear Descriptions provide inadequate detail A few descriptions in experience section use action verbs 	<ul style="list-style-type: none"> Descriptions are mostly brief and clear Descriptions provide sufficient detail Most descriptions in experience section use action verbs 	<ul style="list-style-type: none"> Descriptions are brief and clear Descriptions provide comprehensive details All descriptions in experience section use action verbs
Formatting and Visual Appeal 15%	<ul style="list-style-type: none"> Résumé has half pages or is more than two pages Most relevant/important information is listed later No or inappropriate bullets Distracting due to excessive white space or clutter Font, size, and text formatting (bold, italics, underline) distracting, inconsistent, or hard to read 	<ul style="list-style-type: none"> Résumé almost fills pages Most relevant/important information is scattered Bullets are inconsistent Résumé is somewhat cluttered or leaves some white space Font, size, and text formatting (bold, italics, underline) somewhat distracting, inconsistent, or hard to read 	<ul style="list-style-type: none"> Résumé is one or two complete pages Most relevant/important information is listed early Adequate use of bullets Résumé has appropriate white space Font, size, and text formatting are used well to increase readability and are professionally appropriate 	<ul style="list-style-type: none"> Résumé uses one or two complete pages All relevant/important information is listed early All items are bulleted appropriately Résumé uses spacing to be eye-catching Font, size, and text formatting increases visual appeal
Spelling/ Grammar 20%	<ul style="list-style-type: none"> Many instances of spelling and grammatical errors 	<ul style="list-style-type: none"> Several instances of spelling and grammatical errors 	<ul style="list-style-type: none"> Only one or two instances of spelling or grammar errors 	<ul style="list-style-type: none"> The document has no spelling or grammatical errors

Rubric

Examples

Summary/Profile

Strong	Weak
<p>"Highly motivated and enthusiastic interior design student at Pratt Institute. A detail orientated team player with strong customer service and vendor/supplier relationship skills. Interest in designing holistic brand experiences in commercial spaces."</p>	<p>Recent graduate of Pratt with a strong knowledge of the Adobe Creative Suite and interest in branding, web design, motion, and user experience.</p>



Talk about accomplishments and skills, and give a summary of experience across your career. If you're giving interests, make them specific, but broad enough to work for a variety of opportunities. Avoid surface level statements that add no deeper information about who you are and what you have accomplished.

Experience

- | | |
|--|--|
| <ul style="list-style-type: none"> • Lead the strategy and production of 100+ public facing programs and courses a year, bringing 7,000+ new people to the space, and doubling our newsletter subscribers and membership leads. • Drive educational programming revenue through ticket sales and sponsorships, leading to a 130% increase in one year. | <ul style="list-style-type: none"> • Responsibilities included answering phone calls, organizing files, and checking in appointments. • Designed fliers • Assisted in photoshoots |
|--|--|

Show growth by providing detail and data to show impact. Talk about specific skills and go beyond simple explanations to show scope and level of involvement.

Skills

- | | |
|--|---|
| <ul style="list-style-type: none"> • Construction, Sewing • Tech-Packs/CAD • Pattern-Making • Hand-Illustration • PLM • Adobe Photoshop & Illustrator • Microsoft Office • Technical Illustrations | <ul style="list-style-type: none"> • Photoshop  • Illustrator  • Microsoft Word  • Windows, OSX  • Communication  |
|--|---|

Shows skills specific to the industry you are applying to. Avoid unnecessary skills such as OS systems (unless it's part of the job) and soft skills such as communication. These soft skills should come across in your experiences instead.

DO NOT USE INFOGRAPHICS to gauge your skill level - they are based on arbitrary measurements of ability and may lead to underselling your knowledge level.

Sample Template and Examples

TAYLOR DOE

Brooklyn, NY
123.456.7890, taylor@doe.com

EDUCATION

School, Location
Degree in, minor in
Month Year–Expected Month
Year

SKILLS

Start with most proficient, then go to least. Example:

Computer: Adobe Suite, Microsoft Word, Garage Band.

Language: Italian (fluent)
Spanish (conversational)

ACHIEVEMENTS

Achievement, Year
Possible description
Achievement, Year
Possible description

PROFILE

3–5 sentence summary of your key competencies and skills – select only the top 3. Explain what you bring to the table and are looking to do.

EXPERIENCE

Company, City, State
Job Title
Month Year – Month Year

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

Company, City, State
Job Title
Month Year – Month Year

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

VOLUNTEER EXPERIENCE

Organization, City, State
Title
Month Year – Month Year

Possible sentence describing organization

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

Organization, City, State
Title
Month Year – Month Year

Possible sentence describing organization

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

LEADERSHIP EXPERIENCE

Company/Organization, City, State
Title
Month Year – Month Year

Possible sentence describing organization

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

RELEVANT PROJECTS

Project Title
Month Year

Sentence describing project

- Description of relevant skills that highlight accomplishments
- Description of relevant skills that highlight accomplishments

EDUCATION

Pratt Institute of Art and Design

B.F.A Film / Video - Art History Minor

Brooklyn, NY

August 2017 - May 2021

EXPERIENCE

"Gone" Music Video by Super Hi-Fi

Co-Director

Brooklyn, NY

December, 2017

- Brainstormed, storyboarded and wrote treatment in order to pitch video's visual sequence to client
- Worked as Director of Photography, laying out shots with Camera Operator
- Oversaw equipment set-up, breakdown, and inventory
- Handled color correction for entire final edited sequence
- Collaborated on interviews with crew and band to successfully launch video's press circuit

"Dawn of Man" Music Video by Mulholland

Director

Camarillo, CA

June, 2017

- Scouted locations and blocked out cinematography in anticipation for shot list(s)
- Developed unique and thematic visual elements around the needs and aesthetics of the client
- Managed time with shooting timetables, in order to work with schedule restraints
- Collaborated on all on-location set design

Promotional Video for the Ojai Valley Athletic Club

Director

Ojai, CA

May, 2017 - June, 2017

- Kept client informed through regular meetings and file-sharing of various project stages
- Oversaw all additional coverage from drone operator and 2nd cameraman
- Shot all primary footage, directing fitness model with use of researched fitness equipment
- Handled all post-production responsibilities– editing, color correction, sound design, etc.

ADDITIONAL PROJECTS

William Bermudez's "Your Hair Looks Beautiful Tonight"

Script Supervisor, Gaffer

Brooklyn, NY

December, 2017

Sam Friedman's "We Are F*cked"

Assistant Director

Brooklyn, NY

October, 2017

Self, "A Flawless Guide on how to Skateboard"

Director

Ventura, CA

March, 2017

- **Awarded Grand Prize** at Ojai Film Society Young Filmmakers Competition 2017

SKILLS

Microsoft Office Suite - Advanced in Word and Powerpoint; familiarity with Excel

Adobe Creative Cloud - Advanced in Premiere Pro, After Effects, Photoshop. Experienced with Audition, Illustrator and InDesign.

Additional Software - Comfortable with Final Cut Pro, Logic Pro X, Audacity and Dragonframe.

[REDACTED] BROOKLYN, NY 



EDUCATION

Pratt Institute 2017 - 2019

Critical & Visual Studies, B.A.

Northeastern University 2014 - 2016

Media and Screen Studies

SKILLS + TOOLS

- Extended experience with Adobe Suite, including Photoshop, Lightroom, Premiere, and InDesign
- Fluency with Google Drive Apps and Analytics
- Operation of DSLR cameras, 35mm, large format film processes; light and video equipment
- Proficiency in Microsoft Office applications, such as Word, Powerpoint, and Excel

EXPERIENCE

Photographer, HD Photography; Brooklyn, NY

Jan 2013 - Present

- Photographs, edits, and produces high quality prints for a range of clientele
- Designs and collaborates on multimedia content for international artists and businesses
- Maintains a keen eye for impending trends and implements creative innovation
- Cultivates lasting relationships with clients, resulting in enduring and repeating business

Photographer/Stylist, V Curated; Brooklyn, NY

Sep 2017 - Present

- Creates original brand marketing content including photographs, designs, and copy
- Conducts market research on emerging fashion designers and artists to house in-store
- Merchandises products to create a visually productive and appealing shopping experience
- Works one-on-one with clients to encourage sales of fine artwork and luxury clothing

Brand Marketing Intern, Superfly; New York, NY

Jan 2017 - Jun 2017

- Assisted in the creative direction for festival merchandise
- Managed webpage content for all company festivals
- Scouted artists and designers for festival operations and marketing material
- Helped with the oversight and organization of talent assets for festival performances
- Led festival analyses and marketing analytics for competitive research

Marketing Intern, Maine Media Workshops; Rockport, ME

May 2016 - Aug 2016

- Created new marketing content, such as photos, video, designs, and logos, using industry grade software and equipment
- Managed company's social media accounts, including Facebook, Instagram, and Youtube
- Generated marketing strategies to increase student body and company revenue
- Assumed all company marketing responsibilities during a period of employment changes

experience

Mouse mousesquad.org

New York/NY

Web Coordinator 2012 / Present

Create graphics & multimedia for student learning modules on video-game design, robotics and general IT using the Mouse brand style guide.

Design artwork for incentives and print materials for educational trainings and program events.

Lead production effort of incentives and materials.

Participate in the design and development of new features for Drupal-based websites; including a social networking platform with badge-like incentives for online collaboration and academic achievement, a multimedia learning management system and case-tracking software for schools.

Draft support content for new features.

Develop curriculum for and facilitate engaging workshops on computer networking and hardware for middle and high school students.



education

Associate of Occupational Studies in **Graphic Design**
Pratt Institute, May 2016

Bachelor of Business Administration in **Computer Information Systems**
CUNY Baruch College, June 2011

Associate of Arts in **Liberal Arts**
Bard College, May 2008

tech skills

Design & Desktop Publishing

Adobe Creative Suite 2016
Microsoft Office 365
Google Apps Suite

Coding Languages

HTML - Advanced
CSS - Advanced
PHP - Beginner
Javascript - Beginner

CMS Theming & Admin

Drupal - Advanced
Wordpress - Advanced
Tumblr - Advanced
ExpressionEngine - Beginner **Craft** - Beginner
cPanel Administration - Advanced
MySQL - Beginner

extra stuff

Freelance UX and Graphic Designer,
Tech Consultant and IT support
2008 - present

Information Systems & Technology Assistant 2011 / 2012.

Taylor SaleForce to match organization's needs for capturing quantitative and qualitative information from live events and other contact with program members.

Technology Intern 2009 / 2011

Create title graphics for online lessons and handouts.

Mod-Lab mod-lab.com

Brooklyn/NY

Technology Intern 2011

Assist Senior Designer with finishing touches on client graphics and style guides.

Consult with Senior Designer on client website layouts.

Write ExpressionEngine theme code for client websites.

Indent Group indentinc.com

Brooklyn/NY

Technology Intern 2008

Install, develop, and add content to and maintain six Drupal websites for clients.

Design logo and brand identity for marketing campaign.

honors

Bolton Scholarship
Pratt Institute, 2014-2015, 2015-2016

Art Alumni Scholarship
Pratt Institute, 2014-2015, 2015-2016

Presidential Merit-Based Scholarship
Pratt Institute, 2014-2015, 2015-2016

Pratt Grant
Pratt Institute, 2014-2015, 2015-2016

a graphic designer with a focus on branding and creative thinking.

EDUCATION

Pratt Institute

New York City 2014 - 2016

- Associate Occupational Studies Graphic Design

Taipei National University of the Arts

2012 - 2013

- M.F.A Fine Arts



DESIGN SKILLS

User Interface Design
User research
Prototyping, Wireframing
Project Management
Brand Matrix
Branding Design
Information Architecture
Empathy Map
Promotion Product Design
Create Illustrations

TOOLS

Adobe Creative Cloud
After Effects
Sketch
Principle
InVision, Marvel

LANGUAGES

Mandarin (Native) English
(Fluent)

EXPERIENCE

Graphic Designer

My Job Tank / New York 2017

- Supported social media marketing team by creating engaging digital flyers and print ready design.
- Illustrated motion graphic 2D illustrations and managed animation art direction.
- Took the lead on creative initiatives when needed and manage these projects with limited assistance.
- Worked simultaneously on 3+ projects based on client workload.

Visual Designer

YAWONI / New York 2017

- Created mood-boards for the brand and color choice for the target audience.
- Designed corporate identity system (CIS) for the brand.
- Developed user-friendly responsive website page design from wire-frames to prototype by using Sketch, After Effects software.
- Created visual appealing promotion designs both print and digital

UX/UI Designer

Cardthrifter / New York 2017

- Collaborated with product manager and engineering to define and implement innovative visual design direction.
- Executed all visual design stages from concept to final hand-off to engineering.
- Created wireframes, storyboards, site maps to effectively communicate interaction and design ideas.

SIDE PROJECTS

Fall Back

- Conceptualized the design, colors, images, text style, and layout for an app and website page.

National Anthem

- Created the logo, selected cohesive and intriguing color scheme.
- Designed website pages.

A: [REDACTED]
T: [REDACTED] E: [REDACTED]

Experience

MADE IN NY MEDIA CENTER BY IFP

Associate Programs Producer

February 2017 – Present

- Lead the strategy and production of 100+ public facing programs and courses a year, bringing 7,000+ new people to the space, and doubling our newsletter subscribers and membership leads.
- Drive educational programming revenue through ticket sales and sponsorships, leading to a 130% increase in one year.
- Lead the development and production of national and international entrepreneurship programs for startups breaking into the US Market in partnership with the cities of Amsterdam, Paris, and Berlin.
- Produce and manage program series highlighting the future of work including the Culture Shift Breakfast Series, Culture Shift Lab, and Culture Shift Symposium leading to a 30% increase in event attendance in six months.

Programming and Educational Coordinator

February 2016 – February 2017

- Designed content and promotion strategy for 15+ new courses, leading to press mentions in Filmmaker Magazine and No Film School across film (Narrative, Documentary, and Serial), virtual reality, podcasting, and branded content.
- Developed key relationships and executed learning experiences with sponsors, industry influencers, media partners, educators, and community organizations, increasing our visibility and impact in the creative tech ecosystem.

FREELANCE

Teaching Artist

April 2011 – Present

- Built and delivered curriculum for adults and families in collaboration with organizations, such as Elsewhere Museum, Brooklyn Public Library, ProjectEATS Farm, and Northside Festival.

CRISTIN TIERNEY GALLERY

Executive Sales Assistant

October 2014 – February 2016

- Spearheaded the development and production of gallery events, such as openings, lunch and learns, and Wake Forest University's Management in Visual Arts annual New York City Summit.
- Researched and executed mass mailings and targeted emails to generate new consignments and potential clients for exhibitions and art fairs.

ELSEWHERE MUSEUM

Education and Outreach Assistant

January 2011 – August 2011

- Project lead for \$200,000 ArtPlace America grant that implemented 11 public placemaking initiatives in the South Elm Neighborhood in Downtown Greensboro.

Projects

TALKINGWALLS COLLABORATIVE

Co-Director, Education

January 2015 – Present

- Manage the relationships, content, and promotion strategy for 20+ yearly community events, leading to press mentions in top publications like Hyperallergic, QNS, and El País.
- Develop and facilitate educational programming for K-12 youth across 15 public high schools with a keen interest in experimental learning, critical thinking, and collaboration.

THE PROJECT COLLECTIVE

Co-Director, Partnerships and Events

January 2015 – Present

- Photograph and interview 40+ teaching artists in Brooklyn and craft stories on behalf of organizations, such as Williamsburg Walks at Northside Festival, Artolution, and Ideal Glass Gallery, which were used on the homepage, social channels, and print campaigns.
- Create and manage monthly community meetups, increasing community engagement by 20%.

Education

PRATT INSTITUTE

Master of Arts in Arts and Cultural Management

2014 – 2016

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Bachelor of Arts in Women's and Gender Studies, Studio Art Minor

2009 – 2013

Brooklyn, NY, 11230

C: [REDACTED]

E: [REDACTED]

Work Experience

Ke'mades, Brooklyn, NY, Jan 2013 to present

Founder, Creative Director

- Collaborate with clients to understand client needs, budget, desired measurements/space restrictions, and decorative style
- Utilize various power drills and woodworking tools to create pieces of furniture, fixtures, and other decorative accessories
- Draft sketches and drawings of interior and exterior spaces
- Maintain documents and invoices for bookkeeping

Kennedy Construction Services Oct 2018 to present

Administrative Assistant/Assistant Project Manager – Brooklyn, NY

- Track multiple projects simultaneously
- General bookkeeping of expenses, fixtures and allowances
- Provide support for construction billing and accounts payable
- Distribution of payroll to employees

Turner Construction Company Feb 2015 to Aug 2018

Assistant Procurement Agent – Continuing Service, Confidential Client - Orlando, FL Mar 2017 to Aug 2018

- Prequalification of subcontractors (review, financials, safety performance, past & current projects)
- Subcontractor, trade, and vendor specific scope development per project
- Issuing, tracking subcontracts, professional service agreements, and purchase orders
- Developing site specific safety plans for subcontractors per projects

Estimating Assistant – Turner Orlando Main Office - Orlando, FL – Dec 2016 to Mar 2017

- Assisted in the preparation of complete quantity take-offs
- Aided in gathering information to create scope requisition packages
- Request and distribute subcontractor proposals
- Visited proposed sites to review existing conditions

Field Engineer – Double Tree Hotel - Orlando, FL – Oct 2016 to Dec 2016

- Reviewed and submitted RFIs and submittals
- Participated in Owner & Architect meetings
- Evaluated shop drawings and material samples for submissions
- Oversaw work among trades

Field Engineer – TopGolf - Jacksonville, FL – Jul 2016 to Oct 2016

- Prepared Daily Construction Reports
- Conducted Punchlist walks
- Prepared and submitted RFIs and submittals
- Participated in Subcontractor and Superintendent meetings

Contract Engineer – Turner Headquarters - NY, NY – Oct 2015 to Jun 2016

- Initiated Safety Meetings with representatives from Subcontractors
- Executed contracts to various projects
- Collected insurance certificates, bonds, financials, and safety records
- Communicated to staff the general directions of contractual issues pertaining to the various projects

Engineering Assistant – Brookfield Place - NY, NY – Feb 2015 to Oct 2015

- Assist in obtaining and reviewing information and approvals for processing shop drawings and product data
- Distribute information required for construction to appropriate parties
- Prepared final record for the project including Close-Out documents and OM Manuals
- Organized, maintained, copied & faxed various drawings and other documentations

Essex Works Brooklyn, NY – Oct 2014 to Dec 2015

Construction Management Trainee

- Organized and maintained company's files
- Received and transferred phone calls
- Conducted daily inventory of manufacturing stonework
- Supported the President of the company with various tasks

Gilbane Building Company NY, NY July 2012 – Aug 2012

Construction Management Intern

- Served as technical support staff to the Regional Quality Manager and Project Manager Assisted in managing projects & visiting job sites
- Assessed in submittal reviews and other duties specific to each jobsites
- Compiled, sorted and filed records for various projects

Industry Experience

4 years

Education & Training

2018 - Nontraditional Employment for

Women Preapprenticeship Program

Completed coursework in carpentry, tool identification and usage, blueprint reading, trades mathematics, construction terminology, Health and Safety Standards, strength training, basic Electricity and basic plumbing

2014 - BPS Construction Management

Pratt Institute

Certifications

OSHA 30 Hour

CPR, AED, and Basic First Aid

Skills

Industry Tools

Familiarity with various handsaws, hammers, wood planes, squares, clamps, and screwdrivers, tape measure, stick ruler, plumb bob, laser, wood chisel, cordless drill, flat/pry bar, sheetrock plane, nail set, utility knife, tin snips, air hose, air wrench, miter saw, table saw, and other basic hand tools

Systems Knowledge

Proficient with Microsoft Office, Bluebeam Revu, Prolog, PlanGrid

Committees

Women in Turner

People of Color (Turner)

Volunteer Experience

Habitat for Humanity Greater Orlando

-Crew Leader

Service & Love Together (SALT)

-Hospital volunteer

-Homeless volunteer

Eleventh Hour Laborer

-Missionary



EXPERIENCE **Managing Associate, Hotopp Associates**

Freelance, September 2015 - Present, Seattle, New York, NY
Hotopp Associates is an Emmy Award-winning design firm specializing in broadcast studios, exhibitions, and live as well as televised events.

CLIENTS Dreamworks, Carnival, SeaWorld, The CW, Netflix, ESPN

- RESPONSIBILITIES**
- Conceptualize and execute design strategy
 - Create bid drawings and specifications, renders, and presentation materials for client
 - Communicate in a diplomatic manner with multi-disciplinary project stakeholders and teams
 - Provide financial management to all assigned projects, including administering the budget and tracing expenses
 - Supervise scenic fabrication and installation
 - On site art direction and styling of exhibits, corporate meetings, broadcast studios, and live events

Art Director / Project Manager, Seth Easter Design

July 2010 - September 2015, New York, NY
Seth Easter Design is ABC News's designated Emmy Award-winning live production design firm

CLIENTS ABC News, Tony Awards, Madewell, ELLE, L'Oreal, The Oscars

- RESPONSIBILITIES**
- Conceptual and design development
 - Conducted site surveys and created construction drawings and budgets for large-scale broadcast studio renovations
 - Oversaw and assured timely completion of projects within the established budget and schedule
 - Managed all vendors and purchasing
 - Sourced and coordinated all set dressing and props
 - Art directed and styled on-site installations

AWARDS **Art Director's Guild Award, 2014**

Best Art Direction in an Awards show for the 67th Annual Tony Awards

SKILLS Vectorworks, Revit, Sketchup, Autocad, 3DS Max, Rhino, public Adobe Creative Suite, Microsoft Office Suite, Quickbooks, Wordpress, speaking, knowledge of building codes and standards, woodworking, metalsmithing, free-hand sketching

EDUCATION BFA Interior Design, Pratt Institute, Brooklyn, NY 2006-2010

ART DIRECTOR/SENIOR DESIGNER

Mobile: [REDACTED]

Email: [REDACTED]

Web: [REDACTED]

Award winning visual content director/designer with recent graduate degree from Pratt Institute. Industry experience ranges from major imprints to global fashion brands as well as advertising agencies. Ten years successfully delivering dynamic projects which activate emotion and intellect to transform creativity into unbound commercial and cultural campaigns.

EDUCATION

Pratt Institute, Brooklyn, NY
M.F.A. in Writing
Digital Design Certificate – May 2018
Thesis Topic: Design of Poetic Activism

Connecticut Institute of Art,
Greenwich, CT
Major in Commercial and Fine Arts
Graduate Diploma
Sept 1994 – May 1996

SKILLS

- Design Communications
- Advertisement Layout
- Logo/Identity Development
- Print Production
- Illustration
- Photo Retouching
- Copy Writing/Poetry
- Web/Mobile Design
- Book Design/Page Layout

COMPUTER

- Adobe Creative Suite
InDesign / Illustrator / Photoshop
- Acrobat (PDF)
- MS Word
- PowerPoint
- Webflow
- Sketch
- Type/Font Setting

ACCOLADES

- CLIO Award – Silver Winner
- Nationally Ranked Spoken Word Artist
- Academy of American Poets Contest – Honorable Mention
- Best of the Net Anthology Nominee (poetry) 2017
- Los Angeles Review of Books (poetry) 2018

EXPERIENCE

Rolling Stone Magazine Nov 2015 – Nov 2017
Senior Graphic Designer

CLIO Silver Winner 2016 – Dos Equis, Most Interesting Man, Final Interview (Adios Amigo)

- Created promotional ad materials for the marketing department
- designed cover ad and editorial layout for LEVI'S Iconic Denim
 - laid out Faux cover and designed editorial layout for Dos Equis
 - developed editorial ads – Gillette, M&Ms, RAM Trucks, Transitions Lenses and Various Festivals
 - created materials for the Super Bowl events, PowerPoint presentations and web banners

Urban Word NYC Aug 2012 – Jul 2018
Resident Art Director/Designer (freelance)

- Designed all brand and event promotional materials
- created logos, book covers, booklets, flyers and web materials for Youth Poet Laureate
 - designed promo materials for the Annual NYC Youth Poetry Slam at the Apollo Theater
 - **ARTTUTE** Workshop: Educated teens with Graphic Design tools to create posters based on social activism.

J. Walter Thompson (JWT), New York, NY Jul 2008 – Aug 2015
Art Director

Clients include: Estée Lauder Companies (Aramis, Tommy Hilfiger, Aerin Lauder, Tory Burch, Donna Karan, Coach, and more)

Managed a team of branding and mechanical artist, collaborated with Creative Directors, Brand Managers and Video Producers to create video shorts, gift endings for international marketing, digital platforms and in-store promotions.

- developed and design print advertisement including brand collateral
- story boards, brochures, book covers, mall banners, interior art, flyers, direct mails, sales sheets
- brand identity (logos and letterheads) and packaging
- photo retouching and color correcting
- oversaw edits on t.v. commercials in multiple languages (copy, images, and visual effects)
- revised old dies for new design appearance
- selected typography, color, illustrations, photography and other imaging
- assisted in the selection of art, stock photography, and voice over talent
- developed event-specific logos and sales promotional pieces

Laird and Partners, New York, NY Mar 2005 – Jun 2008
Production Designer

Clients include: GAP, Nautica, Juicy Couture, Vera Wang, Bottega Veneta, DKNY and Schweppes

Collaborated with Art Directors and Copy Writers in creating ad mechanicals for magazines, billboards, production proofs, comps and mock-ups for new business presentations.

- supervised production team work flow and finalizing files
- generated ad layouts and paste-up
- photo retouching and color correcting
- dispatched ads into system for production
- coordinated the typesetting, photography, artwork and printing
- prepared files for release to printers and various international trade publications

Marc Eckó Enterprises (Eckó Unlimited), New York, NY Nov 2002 – Mar 2005
Senior Production Artist

Print Production Manager of all promotional materials, supervised a production team, demonstrated a keen ability to successfully meet tight deadlines, manage work flow to finalize files in accordance with numerous high-profile magazines and various international vendors.

- dispatched ads into data systems for production
- coordinated the typesetting, photography, graffiti art, and illustration
- prepared files for release to printers and various international trade publications
- ran proofs (checking print films for matching colors)
- produced printouts, comps and mock-ups for presentations
- communicated with clients and numerous sales departments

Ziccardi Partners Frierson Mee, New York, NY Jan 2002 – Aug 2002
Production Artist

Clients include: Bravo TV Network, Radio City, Charles Schwab, Ellen Tracy, Mandy, Millennium Hotel, Mumm, Fortunoff, Midori, Lillet and Loews Hotel

Collaborated with designers, managed work flow, finalized ad files for various regional and international magazines.

- created ads mechanicals for print production

Artist Résumé

What is an artist résumé?

- A record of your accomplishments as an artist with an emphasis on exhibitions.
- Provided to commercial and non-profit galleries, the search for exhibition opportunities, residency and grant applications, public art proposals, etc.
- An abbreviated document (1-4 pages) tailored to reflect a specific expertise.

General Tips

1. Follow the tips from the general résumé section.
2. Keep a **master copy** of this résumé that you can tailor to specific opportunities and audiences.
3. List everything in **reverse chronological order**. If there is no date, list by alphabetical order.
4. Place the most **important, relevant, and recent information near the top**.
5. **Keep records** and files that prove you had an exhibition, received a grant, gave a visiting-artist lecture, etc.

Typical Contents & Sections

Contact

- This should include your name, city, phone number, email, and website.
- Print your name in a bold, large font size – you may include a logo/text treatment, but make sure the name is legible.
- Many will list born which includes city/state/province and country along with date of birth.

Education

- List in reverse chronological order.
- Include institution, location (city, state), degree, majors and minors, and graduation/expected graduation date.
- Most list the places where they attained their degrees.

Exhibitions

- This may be separated into other categories such as solo exhibitions, group exhibitions, or collaborative projects.
- List the name of the exhibition, the gallery or space where it took place, location, and dates.
- Provide the names of prominent jurors or notable details of the selection process (if there were any).
- You may want to include the names of other artists for a group exhibition.

Bibliography

- All materials published about you such as print media, radio/television interviews or features, blogs, etc.
- Include year, name of the author, title of the article, name of the publication or material, volume number, location, issue month & date, and page number.

Publications/Reviews by Artist

- This section contains materials you have written.
- Include year, title of the article, name of the publication or material, volume number, location, issue month & date, and page number.

Public Collections

- This is a record of places that have your work within their collection (museums, foundations, non-profits, libraries, universities, etc.)
- Include name of the institution and its location – city, state, and country if applicable.

Teaching/Lectures/Workshops

- Focus on art-related experiences that involve professorships, presentations, artist talks, etc.)
- List title/type of presentation, Location, and date(s)

Other Categories

- Depending on your experience you may include sections on: Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Exhibitions Curated, or Gallery Affiliations/Clients lists.

TAYLOR DOE

New York, NY · 123.456.7890 · taylordoes@taylordoes.com · taylordoes.com

Born · New York, NY

Education

- 2018 Pratt Institute · Brooklyn, NY
Master of Fine Arts · Painting
- 2014 Rhode Island School of Design · Providence, RI
Bachelor of Fine Arts · Photography

Public Collections

RISD Museum · Providence, RI
Warwick Museum · Warwick, RI

Solo Exhibitions

- 2018 *Hot Air Sincerely*, Barrow and Juarez Contemporary Art, Milwaukee, WI
- 2017 *Ad Infinitum*, Art in General, New York, NY
- 2017 *Snow Never Melts*, Franklin Art Works, Minneapolis, MN

Selected Group Exhibitions

- 2018 *MFA Exhibition* · Real Fine Arts · Brooklyn, NY
- 2018 Lee Hansley Gallery, Raleigh, NC
- 2017 *Dream Life of Babies*, Fay Gold Gallery, Atlanta, GA (catalogue)
- 2017 *The Ungovernables: 2012 New Museum Triennial*, New Museum, New York, NY (curated by Eungie Joo) (catalogue)
- 2017 *Neu!*, Ebersmoore Gallery, Chicago, IL
- 2016 *The Age of Aquarius*, The Renaissance Society, The University of Chicago, Chicago, IL
- 2016 Group Exhibition, Gallery A, Richmond, VA2008
- 2015 *Worlds Away: New Suburban Landscapes*, Walker Art Center, Minneapolis, MN (catalogue)
- 2015 *Land Tracking Land*, Rochester Contemporary, Rochester, NY (catalogue)
- 2015 *Earth Through a Lens*, an international juried photography exhibition, Rancho Mirage, CA and electronically at the Museum of Photographic Arts (MOPA), San Diego, CA Third Place Award (Juror: Arthur Ollman, Founding Director, Museum of Photographic Arts, San Diego, CA) (catalogue)
- 2014 *Domestic Diaries: Photographic Viewpoints*, Rockford Art Museum, Rockford, IL (curated by Karen Irvine, Curator, Museum of Contemporary Photography, Chicago, IL)

Bibliography

- 2018 Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2018. 68.
- 2017 Willard W. Wilson, "Sculpture Exhibition: Clinton Shows Region's Best," *Syracuse Gazette*, Syracuse, NY, December 11, 2017. 42.
- 2017 Jane Williams, Interview, WUWJ Radio, Utica, NY, December 9, 2017.

Publications by Artist

- 2018 "A Day in the Life: Editing and Writing for *the New Art Examiner*," *The Essential New Art Examiner*, Terri Griffith, Kathryn Born, and Janet Koplos, eds. (DeKalb, IL: Northern Illinois University Press, 2018): 259–264.
- 2017 "What does it mean to kill an animal in the name of art?," *Quodlibetica*, Constellation #5 Death, November 2017.
www.quodlibetica.com/author/jestep/
- 2016 "Pop Art and Vernacular Cultures," *Modern Painters*, October 2016. 105–106.

Lectures

- 2017 "Applying Relevancy," *What Is Conceptual Thinking?*, session chair and panelist, sponsored by the Mid-America College Art Association, College Art Association Annual Conference, Los Angeles, CA, February 23.

Awards/Grants

- 2018 NYFA Fellowship (painting), New York Foundation for the Arts, New York, NY
- 2015 Mirage, CA, and Museum of Photographic Arts (MOPA), San Diego, CA (Juror: Arthur Ollman, Founding Director, Museum of Photographic Arts, San Diego, CA)

Residencies

- 2017 MacDowell Colony, Peterborough, NH (June 1–September 30)
- 2016 Roswell Artist-in-Residence Program, Roswell, NM (December 1–November 30)