**ANITA JOB**

612.123.4567 anitajob@gmail.com anitajob.com

**EDUCATION**

**Minneapolis College of Art and Design**, Minneapolis, MN Expected Grad. May 2025

*Bachelor of Fine Arts in Graphic Design*

GPA: 3.75

**The University of Minnesota**, Minneapolis, MN Aug. 2021-Dec. 2022

*General Studies with an emphasis in Fine Art*

**SKILLS**

|  |  |
| --- | --- |
| *Design** File Management
* Layouts
* Logo Design
* Mock-Ups
* Photo Editing/Image Manipulation
* Prepress
* Publication Design (Print/Digital)
 |  *Software** Acrobat
* Bridge
* Illustrator
* InDesign
* Lightroom
* MS Office Suite
* Photoshop
 |

**EXPERIENCE**

**Mad Designs**, St. Paul, MN June 2021-Present

*Graphic Design Assistant*

* Design logos for usage in marketing materials and on company letterheads and signage
* Assist lead designer with the creation of full color covers for print magazine issues
* Create effective page layouts, efficiently performing all prepress tasks to ensure all files are print-ready prior to project deadlines
* Digitally edit photos and manipulate images within Photoshop, InDesign, and Illustrator

**Signs Plus**, Minneapolis, MN Feb. 2019-May 2021

*Customer Service/Production Assistant*

* Collaborated with Customer Service and Production teammates to assist customers with copy and sign needs, consistently exceeding customer expectations
* Designed fresh, innovative graphics for customers, ensuring all deliverables aligned with client specifications

**Java Cup**, Minneapolis, MN May 2017-Jan. 2019

*Cashier*

* Served customers varied beverages, providing exceptional customer service in a high-paced environment
* Utilized POS system to ring up sales, monitoring all cash register transactions for accuracy

**EXHIBITIONS**

**Gallery 322 Collaborative**, Minneapolis, MN Apr.-Aug. 2023

*Emerging Talent: Digital Artists of Today*

**Full Frame Gallery**, Minneapolis, MN Dec. 2021-Jan. 2023

*Anita Job: Introductions*