

Katie Costa
439 Robinson Avenue
City, State ZIP
Phone
Email

Skills and abilities

Summary

- Creative, hardworking, and reliable worker
- Strong oral communicator, very organized, and quick learner

Computer skills

- Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
- Experience using both Microsoft- and Mac-based computer platforms

Leadership skills

- Elected as Grade 9 representative for Carlington Heights Students' Council
- Planned and organized school dances, band fundraiser, and Relay for Life
- Selected to participate in city-wide leadership program

Marketing and promotion skills

- Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
- Designed posters and banner for Carlington Heights semi-formal dance
- Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

Experience

Babysitter2010–2011

Katie and Jamie's Babysitting Service, City, State

Pet sitter2007–2009

Katie Johnston Animal Spa, City, State

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%.
- Arrange all club photos and pages to correspond to yearbook theme.
- Trained and supervised 2 sophomore students in graphic design.

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs.
- Edited and curated photos used for school paper; increasing readership by 15%.
- Custom design page layouts to fit articles, photos, and advertisements into strict format.
- Contributed to school's online publication by designing page layouts to accommodate mobile screens.

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising.

Sample Resume

Sandra A. Student

1234 Third Street NE
Hickory, North Carolina 28601
sastudent@hotmail.com

- Career Objective:** Computer support technician in medium sized suburban area in NC
- Education:** High School Diploma, June 2010
High School, Hickory, NC 28601
G.P.A. 3.65 Class Rank: 52 out of 308
- Honors and Awards:**
Honor Roll for last three semesters
Perfect Attendance Award for the last two academic years
State FBLA recognition for school web-page design
- Relevant Courses:**
Digital Communication Systems, Computer Applications I & II,
e-Commerce, Networking I, II, III (taken at community college),
Computer Career Internship
- Computer Experience:** **Neighborhood "Computer Expert"** - 2009-present. Performs troubleshooting for several friends and relatives who were having difficulty with their hardware or software.
- Network Assistant (volunteer)** - Hickory High School.
September 2009-May 2010. Assembled 20 computers for new computer laboratory, loaded software on each one, and networked them.
- Other Experience:** **Waitperson**, *Backstreet's*, Hickory, North Carolina. Summer 2009.
Provided efficient, friendly, quality service in busy fine dining atmosphere.
- Child care provider** – *The Johnson Family*. Hickory, North Carolina.
Summer 2009. Provided safe, warm environment for two children aged 4 and 7. Supervised their self-directed play and prepared meals and snacks.
- Activities:** **Soccer Team** – 2007-2010; Co-captain 2009 – 2010
Civil Rights Team - 2010
Soup Kitchen Volunteer – 2004 - 2010
- References:** **Ms. Patricia Cornwell**, CTE Coordinator – (828) 555-3333
Mr. Joel Harris, Internship Facilitator – (828) 555-1111
Mr. John Huggins, Restaurant Owner – (828) 555 - 2222

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