

# KERRY J. DOE

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10325 S. State Street • Orland Park, IL 60462 • 708-555-1111 • kerrydoe@mailbox.com  
kerrydoegraphics.com

## Objective

To obtain a position as a Graphic Designer.

## Education

**Saint Xavier University**, Chicago, IL  
Bachelor of Arts, Graphic Design, December 20xx  
Major GPA: 3.91/4.00, Overall GPA: 3.79/4.00 (Magna Cum Laude)

- Study Abroad in London, England, Summer 20xx

## Technical Skills

Photoshop, Illustrator, InDesign, Flash, Acrobat, Macromedia, Dreamweaver, JavaScript, Quark, HTML, CSS, PowerPoint, Word, Excel

## Internship Experience

**Holiday Inn Convention Center**, Tinley Park, IL  
Design Intern, 8/xx-12/xx

- Revised graphics and layout of the organization's web pages, using Dreamweaver.
- Produced flyers and posterboards marketing special events being conducted at the facility, using Illustrator and Photoshop.
- Created multi-colored marketing brochures promoting special facility rates for functions sponsored by local government and non-profit organizations, using Illustrator.
- Contributed design ideas for the organization's new letterhead, stationery, and envelopes.
- Assisted with the layout of sections for the organization's tourist magazine, using Quark.
- Communicated and collaborated effectively with personnel from various departments to determine and devise materials that would properly meet their needs.

## Leadership Experience

Spectrum Art Club, Saint Xavier University, 20xx-xx

- Community Events Chairperson, 20xx-xx
- Coordinated an art show featuring work from local high school students
- Initiated a mentoring program for freshman art majors

## Exhibitions

"Messages" - graphic design advertising prints, Mokena Public Library, 20xx  
"Silent Trees" - abstract pencil drawings, Oak Forest Recreation Center, 20xx

## Publications

"Farm Life" - oil-based painting presented in Images, a pictorial magazine compiled by the Will County Arts Council, 20xx  
"Checkers" - graphic design image featured in The Bolingbrook Sun Newspaper, May 20xx

## Awards

3rd Place - "Lost" - pencil drawings, Darien Cultural Center, 20xx  
2nd Place - "Bag Lunch" - pencil drawings, Brookfield Fine Arts Association, 20xx  
2nd Place - "Horseplay" - graphic design prints, LaGrange Area Arts Council, 20xx

## Honors

Who's Who Among Students in American Colleges and Universities, 20xx  
Knudsen-Kempton Leadership Scholarship, 20xx-xx  
Dean's List of Honor Students, 7 semesters

**References and Portfolio Furnished Upon Request**

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<b>Education</b>	<b>Saint Xavier University, Chicago, IL</b> Bachelor of Arts, May 20xx Major: Psychology      Minor: Sociology GPA: 3.55/4.00 (Cum Laude) <ul style="list-style-type: none"><li>• Study Abroad in Gdansk, Poland, July 20xx</li></ul>
<b>Research</b>	“Positive Reinforcement versus Negative Reinforcement for Modifying Behavior in the High School Classroom” <ul style="list-style-type: none"><li>• Summary presented at the Illinois Psychology Association’s Annual College Symposium, March 20xx.</li></ul>
<b>Activities</b>	Psychology Club, 20xx-xx <ul style="list-style-type: none"><li>• Community Events Chairperson, 20xx-xx</li><li>• Coordinated the organization’s annual food and clothing drives for charity.</li><li>• Initiated a mentoring program for freshman psychology majors.</li></ul>
<b>Counseling Experience</b>	<b>New Bridges Shelter, Mokena, IL</b> Counseling Intern (8/xx-12/xx) <ul style="list-style-type: none"><li>• Aided a licensed counselor with facilitating solution-focused individual counseling sessions for runaway and homeless teenagers, to discuss issues regarding committed relationships, peer relations, and family dysfunction.</li><li>• Conducted presentations to small groups on topics such as stress management, depression, and substance abuse.</li><li>• Monitored the academic progress of clients enrolled in high school, and arranged for tutoring services when necessary.</li><li>• Documented concerns about clients for licensed counselors to review and address, and offered initial suggestions based on personal observations of those clients.</li><li>• Researched and recommended online resources and referral services available on issues regarding teen pregnancy, communicable diseases, suicide prevention, and substance abuse.</li></ul>
<b>Leadership Experience</b>	<b>Saint Xavier University, Chicago, IL</b> Resident Assistant (8/xx-5/xx) <ul style="list-style-type: none"><li>• Attentively addressed the needs and overall well-being of 50 resident students on the floor for a building that housed 250 residents total.</li><li>• Served as a confidential advisor and mentor to students, and made referrals for special services as needed.</li><li>• Coordinated educational, cultural, and social programming for residents.</li><li>• Enforced residence hall rules with consistency and objectivity.</li><li>• Responded to emergencies with an urgent yet calm demeanor.</li></ul>
<b>Skills</b>	Software: SPSS, Excel, Access, Word, PowerPoint Language: Fluent in Polish
<b>Honors</b>	Knudsen-Kempton Leadership Scholarship, 20xx-xx Dean’s List of Honor Students, 2 semesters
<b>References</b>	Furnished upon request.

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## EDUCATION

**Saint Xavier University** - Chicago, IL  
Bachelor of Science in Biology, Minor in Chemistry, May 20xx  
GPA: 3.55/4.00 - Cum Laude

## SKILLS

### Laboratory

Gel Electrophoresis, Spectroscopy (IR, NMR, UV-VIS, Electronic Absorption, Raman, Mass), Chromatography (GLC, HPLC, TLC, Affinity, Column, Paper), Thermal Analysis (DSC, DTA, TGA), Microbiology Differential (Gram, Acid-Fast, Metachromatic-Granule)

### Computer

Excel, Access, Word, PowerPoint, HTML

## PROJECT HIGHLIGHTS

**Microbiology** – “Health Effects of Post-Fresh Microbes in Dairy Products”  
Applied the serial dilution technique to analyze the concentration of microbes in refrigerated eggs, bread, and milk the day before and the day after their expiration dates, and theorized the effects that ingesting each sample might have on the human immunity system.

**Plant Biology** – “Growth Effects of Nitrogen-Fixing Bacteria on Sweet Corn”  
Conducted a comparison of measurements between sweet corn grown in soil that was and that was not enriched with clover plant nodules containing nitrogen-fixing bacteria.

## INTERNSHIP

### Harrison Water Testing Systems - Mokena, IL

Laboratory Intern, 09/20xx-12/20xx

- Collected water samples from numerous local waterways for quality testing.
- Performed mineral analyses of several consumer bottled water brands.
- Assessed the negative effects of various chemical filtering processes on aquatic wildlife.
- Produced flyers and newsletters on water quality awareness for several community mass mailing campaigns.
- Collaborated with another intern to create a proposal for a high school educational workshop on water pollution.

## WORK EXPERIENCE

### Midwestern Components Company - Frankfort, IL

Assembly Line Production Leader, 03/20xx-Present

- Select, train, and evaluate a staff of 15 assembly-line employees.
- Develop production schedules for departmental operations.
- Listen attentively and communicate clearly with staff in addressing productivity issues.
- Serve on the Client Service Quality Improvement Team.
- Perform minor bookkeeping, merchandise ordering, and quality control of shipments delivered and received, in a well-organized and detailed manner.
- Helped reduce product defect return rate by 7% during the past fiscal year.
- Promoted after nine months as an Assembly Line Laborer, March 20xx.

## LEADERSHIP

American Chemical Society, 20xx-xx

- Communications Chair, 20xx-xx
- Coordinated a mentoring program for freshman science majors.

## HONORS

Knudsen-Kempton Leadership Scholarship, 20xx-xx  
Dean's List of Honor Students, 2 semesters

## REFERENCES

Available upon request.

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## EDUCATION

Saint Xavier University, Chicago, IL

**B.B.A., Marketing, May 20xx**

Major GPA: 3.70/4.00, Overall GPA: 3.55/4.00 (Cum Laude)

Moraine Valley Community College, Palos Hills, IL

**A.A., Liberal Studies, May 20xx**

## HONORS

Knudsen-Kemptron Leadership Scholarship (20xx-xx)

Dean's List of Honor Students (2 semesters)

## ACTIVITIES

Men's Basketball Team (20xx-xx)

- Team Captain (20xx-xx)
- Coordinated three food donation drives for local homeless shelters.

Business Students Association (20xx-xx)

- Combined with members to organize a business plan development competition for 25 high school students.

## INTERNSHIP

Harrison Water Park, Mokena, IL

**Marketing Intern** (08/20xx-12/20xx)

- Helped develop an overall marketing plan to promote special winter season events.
- Produced fliers and newsletters for several community mass mailing campaigns.
- Collaborated with another intern to create a proposal for two new summer youth activities.
- Assessed numerous fall season activities and submitted recommendations to improve them.
- Received excellent ratings on all performance evaluations.

## WORK EXPERIENCE

Midwestern Components Company, Frankfort, IL

**Production Supervisor** (03/20xx-Present)

- Select, train, and evaluate a staff of 15 assembly line employees.
- Develop weekly production quota schedules for departmental operations.
- Contribute actively to the Client Service Quality Improvement Team.
- Perform daily bookkeeping, merchandise ordering, and quality control of shipments delivered and received, with a careful attention to organization and detail.
- Helped reduce product defect loss by \$75,000 (11%) during the past fiscal year.
- Promoted from the position of Components Assembler, March 20xx.

Museum of Geology Gift Shop, Palos Heights, IL

**Sales Associate** (01/20xx-02/20xx)

- Developed positive relations with approximately 100-150 customers per shift, by employing attentive listening and cordial service.
- Resolved customer problems through the use of clear, honest, and tactful communication.
- Interacted extensively with co-workers to devise ways to serve customers more efficiently.

## SKILLS

Computer: Excel, Word, PowerPoint, HTML

Language: Fluent in Polish

**References Furnished Upon Request**

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**OBJECTIVE** Seeking an internship in public relations.

**EDUCATION** **Saint Xavier University - Chicago, IL**

Bachelor of Arts: Communication

Minor: English

Expected Graduation: May 20xx

GPA: 3.79/4.00

Course Highlights

Organizational Communication

Social Media Communication

Public Relations

Newswriting and Reporting

Intercultural Communication

Copy Editing and Publication Design

Advertising Copywriting

Creative Writing

**HONORS** Knudsen-Kemptron Leadership Scholarship, 20xx-xx

Dean's List of Honor Students, 2 semesters

**ACTIVITIES** Service Club, 20xx-xx

- Coordinated the organization's first-ever clothing drive for the homeless.
- Helped restore a community park that was destroyed by flood waters.

**SOFTWARE** **Creative:** Illustrator, Photoshop, InDesign

**Office:** Word, Excel, Access, PowerPoint

**WORK** **Midwestern Components Company - Frankfort, IL**

**EXPERIENCE** Production Line Laborer, 3/xx-Present

- Assemble electronic monitoring devices according to strict job batch specifications in a deadline-driven environment.
- Collaborate with co-workers to devise efficient production schedules.
- Perform quality control assessments of products before shipment.
- Serve on the Employee Safety Improvement Team.
- Received "Employee of the Month" recognition, June 20xx.

**Museum of Geology - Palos Heights, IL**

Security Officer, 1/xx-2/xx

- Monitored the activities of more than 200 daily visitors to the facility.
- Completed training on proper medical and emergency procedures.
- Conducted a workshop for employees on effective conflict resolution.

**REFERENCES** Furnished upon request.