

Chrono-Functional Resume Guide

Information*

Name

City, State Zip Code

Phone number *[Provide the best number where you can be reached.]*

E-mail address *[Make sure that your e-mail address is professional.]*

Website *[Make sure the link is clickable.]*

**Always double check this information carefully. Spell check will not catch errors, and autocorrect may introduce mistakes.*

Summary of Skills/ Professional Highlights

- Developed and based on professional skills, accomplishments or career highlights.
- Focus on three or four functional skills or achievements, based on career goals and/or the job description.
- Allows you exhibit various categories of experience without any direct reference to specific employers.

Education

Full degree name (If more than one degree, list the highest degree first)

Anticipated / Graduation Year

Institution Name, City, State

Professional Experience

Job Title

Month/Year - Month/Year

Company, City, State

- Put dates in chronological order, most recent first.
- Use bullet points for clear visual organization of duties.
- List duties with Action Words. Be specific and measurable.
- Highlight accomplishments and achievements.
- List at least three accomplishments or duties.
- Be consistent in your formatting/style.
- Show most recent work experience or employment

Skills

Highlight your skills: design, digital, language, etc. List in order of proficiency and/or relevance to your field of study/job. For example:

• Adobe Photoshop • Adobe Illustrator • 3D Studio Max • Pattern drafting • Photography • Microsoft Office • Fluent in Mandarin

Awards / Recognition

List scholarships, school awards, design competition awards, or anything relevant to the position.

Official Scholarship Name, Institution Name, City, State

Date(s) Received

Student Gallery

Affiliations

List professional organizations you belong to that are relevant to the position.

Date(s) of Membership

Organization Name, Acronym

TINK ADAMS

Creative Designer

Pasadena, CA, 91103
626 396 2320
tink@tinkadams.com
https://tinkadams.com

SUMMARY OF SKILLS

BRAND STRATEGY

- Utilize various research methods to thoroughly understand client's needs
- Assess results and implement strategy to grow the client's brand on social media

COMMUNICATION

- Create visuals to communicate ideas across multiple platforms including print, web, and film
- Communicate effectively with team members to meet objectives and deadlines

EDUCATION

MASTER OF ARTS/SCIENCE, MAJOR

ArtCenter College of Design - Pasadena, California

Anticipated 2021

BACHELOR OF ARTS IN SOCIOLOGY

A Previous University, City Name, CA

2018

- Courses: Social Research, Sociology of the Family, Socialization, Juvenile Offender, Sociology of Social Welfare, Community Organization, Group Dynamics, Deviant Behavior, Social Class

PROFESSIONAL EXPERIENCE

STRATEGIST DESIGNER

WholeFeed, Inc. Pasadena, CA

2/2019 - present

- Conducted competitive landscape research and positioning
- Coordinated road-maps for streamline innovation and implementation
- Fashioned graphic visualizations across multiple platforms: print, web, mobile, environment
- Consulted cross-lateral, multi-relational systems through inter-departmental programming
- Assisted in the scope and alignment of company goals to match flexing needs
- Worked directly with Senior Strategist and Business Developer in multi-functional team

COMMUNICATION DESIGNER

Famous Anne's, Pasadena, CA

5/2018 - 8/2018

- Authored communication methods for streamlining interaction between internal staff and customer service tools
- Revitalized the brand identity and language for Famous Anne's with subsidiary identity strategies
- Established outdoor pop-up display systems for off-site events
- Built a friendly social platform for the client to communicate with customers and build relationships

SKILLS

Software: Proficient in MAC and PC platforms, Adobe Illustrator, Photoshop, InDesign, Dreamweaver, CSS, HTML, Wordpress

Language: Fluent in English + Mandarin

AWARDS / RECOGNITION

Provost's List

ArtCenter College of Design

Spring 2019

ORGANIZATIONS & ACTIVITIES

ArtCenter Business Club, Chief Brand Coordinator

ArtCenter College of Design

2018 - Present