

Chronological Resume

Typically used by recent college graduates or students, the chronological resume lists relevant experiences in chronological order.

Information*

Name

City, State Zip Code

Phone number (*Provide the best number where you can be reached. Optional*)

E-mail address (*Make sure that your e-mail address is professional.*)

Portfolio website link (*PDF portfolio hosted on Dropbox or similar is not preferred but is ok. Make link clickable.*)

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

Objective

An optional concise tailored statement sharing your ambitions and talents as they relate to the job.

Education

Full degree name

Anticipated Graduation Month and Year

Institution Name, City, State

- Only include GPA if you have a 3.5 or above.
- Include years on the Provost List.
- If more than one degree, list the highest degree first.
- Do not include your high school.

Work Experience

Job Title

Month/Year - Month/Year

Company, City, State, Country

- Put internships and jobs in chronological order, most recent first.
- List at least 3 accomplishments or duties that highlight your achievements.
- To help write your accomplishments, answer what, how and why questions as they relate to your experience.
- Use bullet points for organization and visual clarity.
- List duties with action words; be specific and measurable.
- Be consistent in your formatting/style.

Course Projects

Undergraduate students may not have professional experience, so adding sections from the following categories can be important: coursework, class projects, sponsored projects, experiential education, *Designmatters*, academic papers, workshops, lectures, thesis, professional associations, exhibitions etc.

Course Name or Project Title

Term

Institution Name, City, State

- Give additional information (see **Work Experience** above).

Skills (*Match to words in job description.*)

List skills 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

Awards / Recognition

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

Date(s) Received

Official Scholarship Name, Institution Name, City, State

Affiliations

List names of any professional organizations you belong to and 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

EDUCATION

BACHELOR OF ARTS/SCIENCE, MAJOR *Anticipated 2022*
 ArtCenter College of Design - Pasadena, CA

- Provost list, Fall 2019
- GPA 3.6

WORK EXPERIENCE

FABRICATION DESIGN INTERN *2/2020 - present*
 Xyz Design Studio - Los Angeles, CA

- Initiated *[Action word]* an internal brand revitalization that encouraged team building
- Facilitated *[Action word]* client pitches with *[#]* departments
- Collaborated *[Action word]* with a team of *[#]* designers to produce brand sensitive projects

TEACHING ASSISTANT, XYZ DEPARTMENT *5/2019 - 8/2019*
 ArtCenter College of Design - Pasadena, CA

- Managed *[Action word]* setup of the presses for class demonstrations and lab time
- Instructed *[Action word]* *[#]* students on developing techniques on different presses

PROJECTS

XYZ - SPONSORED PROJECT *Fall 2019*
 ArtCenter College of Design - Pasadena, CA

- Presented *[action word]* design ideas that represented the brand image for exhibition design
- Designed *[action word]* mobile app to use during exhibition

“Project Name” - COURSE NAME *Spring 2020*
 ArtCenter College of Design - Pasadena, CA

- Re-branded *[action word]* a non-profit organization based in Los Angeles
- Collaborated *[action word]* on a multi-disciplinary team of 3 including an interaction designer and illustrator
- Researched *[action word]* current brand and created mood boards
- Designed *[action word]* all collateral including logo, wayfinding system, letterheads, and digital assets

SKILLS

Languages: Spanish (Native); French (Conversational); Mandarin(Native); Afrikaans

Software: Adobe Lightroom; Capture One; ColorThink Pro; FileMaker Pro; FlexColor; AutoCAD; Solidworks

Design & Presentation: Contextual design research, Competitive analysis, Brand strategy, Personas, User scenarios, Information architecture, User workflows, Wireframes, Storyboards.

AWARDS / RECOGNITION

CPD Mentorship Program
 ArtCenter College of Design - **2019**

Department Scholarship
 ArtCenter College of Design - **2019**

Xyz Design Award
 Designers Guild - **2020**

AFFILIATIONS

Women in Animation - **2019**

IDSA - **2020**

ArtCenter Business Club (ACBC) - **2020**

General Culture Club - **2019**