

Functional Resume

A functional resume focuses on an individual's skills and professional experience rather than on a chronological work history. It organizes your most relevant experiences into skill areas and provides your employment history in a brief format. This resume works well for career changers and those with gaps in employment.

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

This section can be bullet points based on professional skills developed over the years or written in a more strategic way by identifying three or four main skills and developing them in greater detail as noted below.

(Skill A) Summarizing skills allows you to focus on what you can do.
Each skill should serve as a header or title with a description below.

(Skill B) Many people select three or four areas of skills or achievements based on the job description and their career goals.

(Skill C) The summary of skills section allows you to exhibit various categories of experience without direct reference to job history. Skills should represent an employment objective and demonstrate how you can contribute in a specific direction.

Professional Experience

Provide your employment history in a brief format to show current or past employment. List positions in chronological order, most recent first. It is not necessary to describe specific professional duties point-by-point.

The above section, called "Summary of Skills" is where you showcase professional experience based on the scope of the job.

Job Title

Date(s) of Employment

Company, City, State

Education

Full degree name *[If more than one degree, list the highest or most recent degree first.]*

Graduation Year

Institution Name, City, State

Skills

List skills order of proficiency and/or relevance to your field of study/job.

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.

Dates Received

Official Scholarship Name, Institution Name, City, State

Affiliations

List names of any professional organizations you belong to and 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 OR PROFESSIONAL HIGHLIGHTS

Brand Strategy

- Conduct competitive landscape research and positioning
- Design graphic visualization across multiple platforms: print, web, mobile, environment
- Managed campaign with a budget of \$75,000, increasing sales by 15%

Concept Development

- Integrate research into relevant concept ideas through rapid-fire synthesis techniques
- Storyboard and write for effective resonance testing and development
- Create quick prototypes, both two- and three-dimensional, for testing

Communication

- Manage communication with colleagues to ensure outstanding customer service and organization
- Interpret for Spanish-speaking customers
- Build a friendly and hospitable relationship with new customers to create repeat business

PROFESSIONAL EXPERIENCE

User Experience Designer	WholeFeed, Inc., Pasadena, CA	<i>2017 - present</i>
Brand Visualizer	Famous Annes, Pasadena, CA	<i>2019 - present</i>
Workshop Facilitator	Sisily, Pasadena, CA	<i>2014 - 2017</i>
Freelance Designer	XYZ Company, Los Angeles, CA	<i>2013 - 2014</i>

EDUCATION

Bachelor Of Arts/Science, Major	ArtCenter College of Design - Pasadena, CA	<i>2019</i>
Bachelor Of Arts/Science, Major	A Previous University, City Name, CA	<i>2016</i>

SKILLS

- Languages:** Read, write and speak moderate Spanish
- Digital:** Proficient in Mac and PC platforms, Adobe Illustrator, Photoshop, InDesign, Dreamweaver, CSS, HTML, Wordpress

ORGANIZATIONS & ACTIVITIES

ArtCenter College of Design: ArtCenter Business Club, Chief Brand Coordinator	<i>05/2019 - 12/2019</i>
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