

Andrew D. Artist

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Rochester, NY 14623
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(585) 435-4321

Objective

To obtain a Gallery Assistant position in a commercial gallery that will utilize my organizational skills, strong communication skills, and interest in contemporary art.

Education

Rochester Institute of Technology, Rochester, NY
Bachelor of Fine Arts, Fine Arts Studio, expected May xxxx
GPA: 3.75/4.00

Related coursework:

Art Gallery Management, Business Practices for Fine Artists, 2-D Design, 3-D Design, Oil Painting, Figure Painting

Skills

Computer: Adobe Photoshop, Illustrator, and InDesign; MS Office
Language: Fluent in Spanish and Italian

Experience

The Baak Gallery
Gallery Assistant Intern

Cambridge, MA
June xxxx – Present

- Oversee all aspects of inventory management, including securing necessary insurance, arranging shipping, and tracking inventory in database
- Greet gallery visitors and answer phones
- Maintain contact database
- Oversee gallery mailings

Rochester Institute of Technology, School of Art
Teaching Assistant, History of Art Criticism course

Rochester, NY
September xxxx – Present

- Prepare handout materials for class sessions
- Assist with grading of exams and papers

Rochester Institute of Technology, Office of Undergraduate Admissions
Student Ambassador

Rochester, NY
September – May xxxx

- Led tours of campus for prospective students and their families

Exhibitions

xxxx *The World of Art in Miniature*, Gallery R, Rochester, NY

xxxx *Fusion*, The BAG Gallery, School of the Museum of Fine Arts, Boston, MA

Activities

Member, College Art Association, October xxxx- Present

President of Public Relations, Rochester Institute of Technology Student Government, September xxxx – Present

Ann Terior

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OBJECTIVE: A summer co-op or internship position with the opportunity to apply my knowledge and skills in the interior design field. Available May – August xxxx.

EDUCATION:

Rochester Institute of Technology; Rochester, NY

Bachelor of Fine Arts, expected May xxxx

Major: Interior Design

Minor: Science, Technology, and Environmental Studies

GPA: 3.4

SKILLS:

- Windows XP, Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, AutoCAD
- Computer drafting, sketching, board drafting, model building, perspective rendering
- Creative, organized, polite, professional, collaborative

RELEVANT COURSES:

Drawing

Interior Perspective Rendering

Raster (Adobe Photoshop)

History of Architecture and Furniture

2-D Design

3-D Design

Interior Perspective Rendering

Hospitality Design

Application of Color and Light

Western Art and Architecture

Architectural Drafting

Retail Design*

Building Construction Systems*

Advanced AutoCAD

Office Design and Planning*

Model Building and Human Dimension

Interior Specifications*

(* to be completed winter and spring quarter)

ACTIVITIES:

- Dean's List
- Design work appeared in the honors showcase in the School of Design at RIT
- Five weeks in Croatia through the RIT Study Abroad Program
- RIT intramural dodge ball

PORTFOLIO/REFERENCES

Available upon request

John K Monroe

Permanent address	123 Elm Street • Binghamton, NY 13760	
School address	57 Lomb Memorial Drive • Rochester, NY 14623	
Cell phone number	(607) 123-9876	
Home phone number	(607) 123-4567	
Email address	jkm1234@rit.edu	
Objective	To obtain a co-op position in industrial design with a professional design firm. Available June – August xxxx.	
Education	Rochester Institute of Technology Bachelor of Fine Arts, Industrial Design, expected May xxxx Concentration: Packaging Science GPA: 3.5/4.0	Rochester, NY
Skills	Design: Conceptual sketching, drafting, soft and hard model making, mixed media rendering Computer: Adobe Photoshop, Adobe Illustrator, SolidWorks, AutoCad, MS Office	
Projects	Designed a table made out of tubular steel from conceptual sketching to finished product in furniture design course	
Design Experience	James Clar & Associates Lighting Designer, Summer Internship <ul style="list-style-type: none">• Conceptualized, designed, and developed lighting fixtures for corporate clients• Conducted research focus groups	New York, NY June – August xxxx
Other Experience	Rochester Institute of Technology Lifeguard and Swim Instructor Margaret's House Early Childhood Learning Center Student Helper <ul style="list-style-type: none">• Supervise children, ages 1-5, during play periods• Develop and implement play-time activities	Rochester, NY September xxxx – Present Rochester, NY October xxxx – Present
Honors	Pratt Institute Exhibition, <i>Retro Chair</i> , October xxxx Sil Hall Design Scholarship, xxxx	
Activities	Member, IDSA Student Chapter, September xxxx – Present Intramural volleyball	
References/ Portfolio	Available upon request	

Stella Student

Objective	A summer co-op position in graphic design/advertising where I can contribute my passion for design, work experience, abilities and versatility.	
Education	Rochester Institute of Technology, Rochester NY BFA in Graphic Design, anticipated May 2007 GPA 3.4	
Skills	Design: concept development, advertising design, icon and symbol design, corporate identity, information design, Computer: Mac and PC proficiency. Illustrator, InDesign, Photoshop, QuarkXPress, FreeHand, Flash, Dreamweaver, Fireworks, MS Office Suite	
Design Experience	BBB Communications, Lebanon NJ Sales and Marketing Intern	Summer 2004
	<ul style="list-style-type: none">▪ Worked with sales team to transfer marketing concepts into promotional materials▪ Reworked existing web site to more effectively present company's marketing messages▪ Utilized skills in concept development, team work and client communication	
	RIT Sportzone, Rochester NY Graphic Designer	September 2003-May 2004
	<ul style="list-style-type: none">▪ Managed team of ten designers and acted as liaison to director and internal marketing team▪ Designed posters, t-shirts, banners and print material to promote organization	
Other Experience	Garden Factory, Rochester NY Cashier (part-time)	September 2003-present
Honors	Dean' List 2004-05 school year, School of Design Honors Gallery Exhibition 2005, RIT/USA Today Quality Cup Merit Scholarship winner 2003	
Activities	AIGA student member, "Size Matters" business card exhibition at Gallery R, Rochester NY, Women's Mentoring Program	
References		
Portfolio	Available upon request	

NAME
ADDRESS
PHONE

OBJECTIVE:

To obtain a position utilizing skills in illustration and computer graphics

EDUCATION:

Rochester Institute of Technology, Rochester NY
Degree: Bachelor of Fine Arts, expected November 2006
Major: Illustration
Minor: Communications
Course Highlights:

Editorial Illustration, Political Cartooning, Figure in Motion, Interactive Illustration, Animating
Digital Illustration, Digital Photography/Imaging

Finger Lakes Community College, Canandaigua NY
Degree: Associate of Science, received May 2004
Major: Graphic Arts

RELATED SKILLS:

Illustrator, Photoshop, InDesign, FreeHand. Calligraphy/hand lettering, watercolor, acrylic paint, marker rendering, pen and ink.

FREELANCE EXPERIENCE:

Illustrator/Designer, Buzz Band, Rochester NY
Created music CD cover design for local garage band
May 2005

Caricaturist, RIT Homecoming and Vegas Night
Drew student portraits using charcoal and pastels
October 2003

WORK EXPERIENCE:

Wildlife Nature Park, Edgewood NM
Park Attendant
Duties included: designing flyers, construction, painting, and office work
June 2003-August 2003

ACTIVITIES:

RIT sorority (Zeta Tau Alpha), history, fashion, running.

REFERENCES/PORTFOLIO:

Available upon request

First Lastname

123 Brown Rd. Rochester, NY
585.857.2915
FirstStud@mail.rit.edu

Objective

To obtain a position with a professional design firm or advertising agency that values creativity and dedication, with a focus on both design and development of client projects.

Education

Rochester Institute of Technology, Rochester NY
Bachelor of Fine Arts, expected May, 2006
New Media Design & Imaging major
GPA 3.8/4.0

Skills

Effective Design and implementation of graphical user interfaces
Web design and optimization
Motion graphics for web or broadcast use
Understanding of Gestalt principals, hierarchy and typography
Information design for print and web
Digital photography, video capture and editing
Event management and promotion

Software

Mac OS X and Microsoft Windows	Dreamweaver MX
Photoshop	After Effects
ImageReady	Illustrator
Flash MX	InDesign
	Cinema 4D

Experience

Strong Memorial Hospital HIV Vaccine Division
Design Core Supervisor
Worked in a team to develop visual style and multimedia development for International media campaign for Strong Memorial Hospital.

Rail Development Group RDG
Head Designer/Flash Programmer
Developed 100% of visual style and all Flash functionality for RDG website. Worked with a team to develop print materials and collateral.

Slipknot Website for RoadRunner Records, Inc.
Designer
Worked with 2 other designers to develop visual style and implement a Flash in Quicktime experience for International Rock band Slipknot.

College Activities Board CAB
Event Manager
Worked in a team to manage event promotion on campus. Worked directly with artists and managers to insure a successful event.

Accomplishments

Dean's list 2001 - 2005
RIT Presidential Scholarship
RIT Resident Advisor 2003-2005

Online Portfolio www.first@first.com

Kimberly Woodcraft

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EDUCATION	Rochester Institute of Technology , Rochester, NY School for American Crafts Associate of Occupational Studies, Woodworking & Furniture Design	September 20XX-May 20XX
	Corcoran School of Art , Washington, DC Continuing Education, Furniture Design	September 20XX -May 20XX
	University of Virginia , Charlottesville, VA College of Arts & Sciences Bachelor of Arts, English	August 20XX-May 20XX

TECHNICAL SKILLS

- Skilled in creating and interpreting hand-drawn and computer-generated technical drawings
- Trained in model-making techniques and processes
- Experienced in setup, basic maintenance, and operation of most woodworking machinery
- Adept at hand planning, shaping, hand-cut joinery (including dovetails), and fine carving
- Proficient in upholstery and finishing techniques
- Trained in the fabrication and casting of small metalworking projects

COMPUTER SKILLS Graphite, Photoshop, Illustrator, InDesign, Word, Access, Outlook, Excel, PowerPoint

EXPERIENCE	Penland School of Crafts , Penland, NC <i>Studio Assistant</i>	August–September 20XX
	<ul style="list-style-type: none"> • Aided students on proper use of woodworking machinery • Prepared instructional tools and project components for students and instructor • Processed orders for studio's wood shop 	
	American Craft Council , New York, NY <i>Student Intern, Baltimore Convention</i>	February 20XX
	<ul style="list-style-type: none"> • Registered arriving artists and guests and assisted with booth setup • Distributed awards and notifications among artists • Assisted staff members in setup and organization of educational programs 	
	TRAK Services , McLean, Virginia <i>Contract Legal Assistant for Consumer Electronics Association</i>	June 20XX -July 20XX
	<ul style="list-style-type: none"> • Collaborated closely with attorneys in the editing of association's contracts • Retrieved contracts and updated their status information on association's database 	
	Arnold & Porter , Washington, DC <i>Legal Assistant</i>	October 20XX -August 20XX
	<ul style="list-style-type: none"> • Collaborated with partners to identify inconsistencies, thereby dismissing 1,500 settlement plaintiffs • Analyzed plaintiff records and determined initial settlement payment amounts • Assisted attorneys in the collection and preparation of documents for motions and filings 	
	Culbreth Theatre Scene Shop , Charlottesville, Virginia <i>Student Volunteer</i>	September 20XX -December 20XX
	<ul style="list-style-type: none"> • Fabricated and assisted in assembly of scenery flats, stage furniture, and hand properties • Assisted in installation and disassembly of stage lighting • Participated in dismantling of production's set in preparation for loading 	
AWARDS & EXHIBITIONS	School for American Crafts Walkthrough Rochester Institute of Technology, Rochester, NY	May 20XX & May 20XX
	Arthur and Molly Stern Memorial Scholarship Rochester Institute of Technology, Rochester, NY	May 20XX
	Dean's List Rochester Institute of Technology, Rochester, NY	December 20XX & December 20XX
	Sigma Tau Delta (English Honor Society), Chapter Secretary University of Virginia, Charlottesville, VA	April 20XX-May 20XX