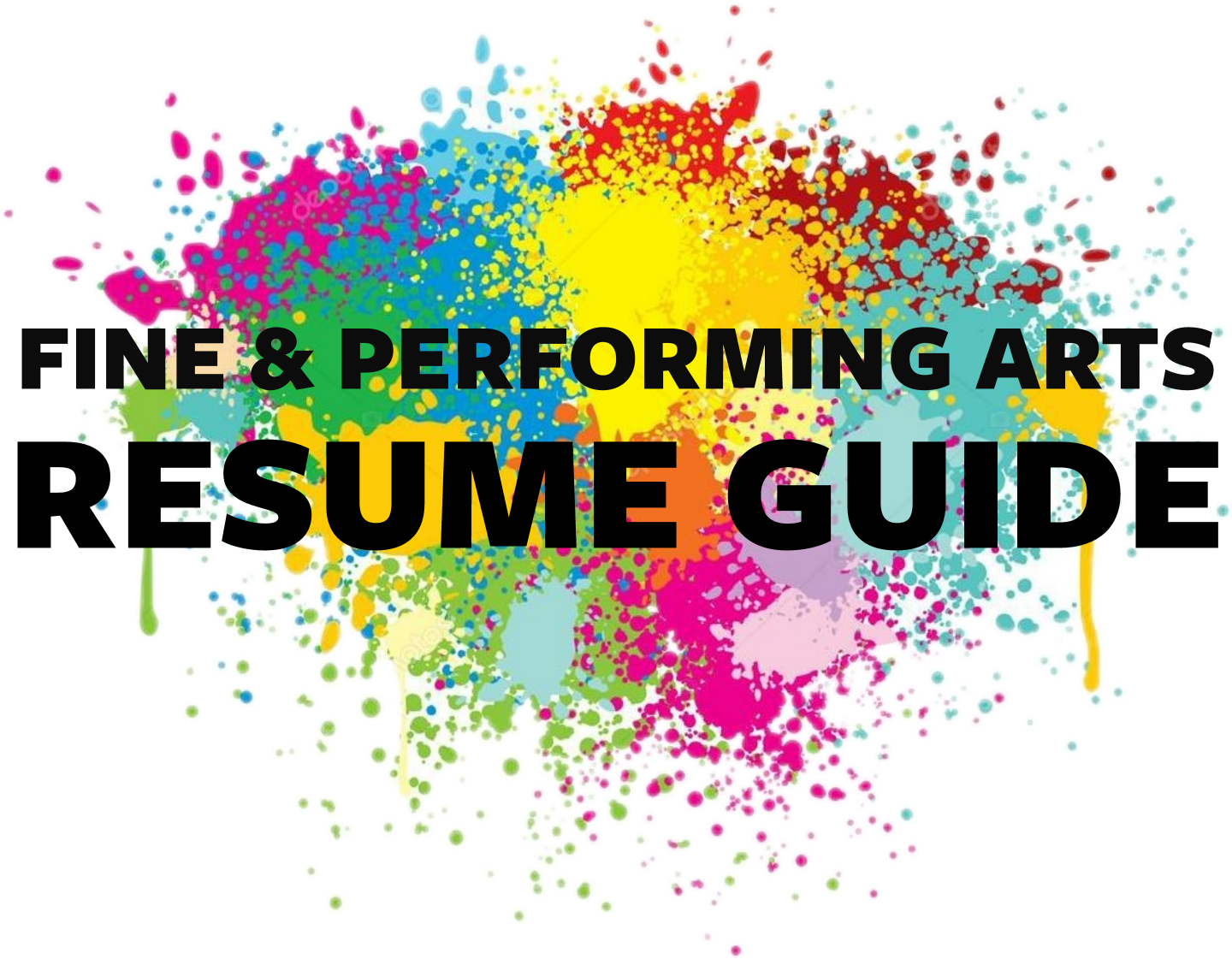


FINE & PERFORMING ARTS RESUME GUIDE

Western Carolina University | Center for Career and Professional Development

150 Reid Building / Cullowhee, NC 28723 / 828.227.7133 / careerservices@wcu.edu / careers.wcu.edu

RESUME WRITING

A resume is a personalized marketing tool that showcases your education, experiences, skills, and accomplishments. Your resume should be customized to your skills and experiences, and to each job application you submit. Effectively marketing yourself on a resume is the first step to getting an interview. Make sure you:

- Use proper spelling and grammar
- Keep your resume consistent
- Write in a clear and concise manner
- Have it reviewed and proofread by a Career Counselor or a Peer Mentor
- Customize each resume to the specific position/employer
- Use a professional document name, such as first initial, last name, and document type. Example: *PCatamount_Resume* or *PCatamountApplication-Materials*. If emailing your materials, save and send as a pdf.

Starting a resume draft

1. Start with a blank word document. Templates are easy to spot by employers and hard for you to edit. Start with a blank document and build your resume from there.
2. Choose a resume format: Chronological, Functional (Skills Based), or Hybrid.
3. Create a heading: Include your name, phone number, mailing address, and professional e-mail (if in doubt, use your Catamount e-mail).
4. Include the essential resume content: education and experiences, highlighting your skills and achievements.
5. Include optional resume content: objective, relevant coursework, honors and awards, volunteer activities, professional organization memberships, conferences, leadership, student organization, study-abroad, or DegreePlus experiences.
6. For each experience, list the name of the organization/school, position title, the city and state or country of the organization/ school, and the dates of the experience.
7. Create bulleted statements that detail your role, responsibilities, and accomplishments in each experience.

Types of Resumes

Chronological: Chronological resumes are organized based on time. Your most recent experience should be listed first. This format highlights how your recent experience, education, and activities can relate to your career. Chronological resumes are the most common.

Functional (Skills Based): This format highlights specific skills and qualities and combines them from various jobs to meet the needs of your future employer. Functional resumes are less common among college students but can be an effective way to market your skills with limited work experience.

Combination/Hybrid: This format combines chronological and functional resume formats. Hybrid resumes showcase functional skills before your work history is displayed chronologically.

Necessary Resume Sections

Heading: Should include all of your contact information: full name, current and/or permanent address, phone number, and professional e-mail address (LinkedIn profile URL is optional).

Education: Showcase the schools you attended in reverse chronological order. Include the location (city & state only), your full bachelor degree name, concentrations/minors, and academic honors and awards if applicable. Your GPA can also be included if it is above 3.0.

Experience*: Specifies the positions you have held including paid, part-time, seasonal, and internship experiences. Include the organization name, position title, location, and employment dates. Outline your responsibilities, achievements, and skills with bulleted resume statements. Begin each resume statement with an action verb and highlight any transferable skills gained through the experience.

*This section is customizable. Label this section in a way that best showcases your experiences. For example, split your experiences into Relevant vs. Additional Experience, or you can make your experience heading more specific based on your field/experience (i.e. Leadership Experience, Marketing Experience).

Optional Resume Sections

Relevant Coursework: Often listed after your education, coursework should be relevant to the position for which you are applying. List the course with its full name (not an abbreviation) and stick to a maximum 5-6 relevant courses. You can include bullet points outlining key concepts learned and significant projects completed in the course.

Skills: Showcases your language ability, laboratory, computer, and other technical skills. Make sure you accurately describe skill level using key words and phrases associated with the field or industry.

Honors and Awards: Includes merit-based special certificates and academic achievements.

Volunteer Activities/Community Service: Highlights on- and off- campus organizations, clubs, and charitable groups to which you belong. Include the name of all organizations, your job/position title (if applicable), the duration of time you have worked with the organization, and brief description of what you did.

Professional Organizations: Showcase professional organization memberships that are affiliated with your career/area of interest.

Professional Development: Includes any type of conference, workshop, training, or guest speaker that provided industry training and/or skills. List as title of event, topic (if not clear from the title), and the date you attended in this section of your resume.

Study Abroad Experience: Study abroad experiences may be included on your resume as a subsection of education or as a separate category, depending on the extent of your international experiences.

Leadership, Campus Activities, Clubs, and Organizations: Campus activities, committee involvement, athletics, theatre, and club/organization memberships are great ways to communicate your leadership skills to potential employers. If you have held significant leadership roles (on or off

RESUME WRITING (CONTINUED)

Highlight Skills

Adobe Creative Suite
Flash
Dreamweaver
After Effects
Distiller
Acrobat
Final Cut Pro
Motion

MS Office
HTML/XHTML
CSS
PHP
MySQL
JavaScript
Python
LightWave

Dollies
Lighting
Audio
Social Media
Specific Cameras
Website Development
Spoken Languages
Other Technical Skills

Action Verbs

Resume statements highlight your tasks, skills, and accomplishments during an experience (internship, volunteer, part-time job, etc.). Resume statements should start with an action verb and should be a concise statement. Be sure to use the correct verb tense depending whether the job is current or past. **The following are action verb examples:**

CREATIVE

Act	Conduct	Dramatize	Found	Model	Produce
Adapt	Create	Draw	Illustrate	Modernize	Recommend
Advertise	Customize	Entertain	Imagine	Modify	Redesign
Begin	Demonstrate	Establish	Improvise	Originate	Rehearse
Broaden	Design	Execute	Initiate	Perform	Remodel
Combine	Develop	Exhibit	Institute	Photograph	Renovate
Compose	Direct	Explore	Integrate	Pilot	Replace
Conceive	Discover	Fashion	Introduce	Pioneer	Revise
Condense	Display	Forge	Invent	Plan	Shape
Conceptualize	Draft	Formulate	Market	Present	Sketch

COMMUNICATION

Address	Confront	Document	Incorporate	Meet	Promote
Advertise	Consult	Draft	Influence	Moderate	Publicize
Arbitrate	Contact	Edit	Inform	Motivate	Publish
Arrange	Convey	Educate	Interact	Negotiate	Question
Ascertain	Convince	Elicit	Interpret	Network	Recruit
Author	Correspond	Enlist	Interview	Observe	Refer
Brief	Define	Explain	Involve	Outline	Reinforce
Collaborate	Describe	Express	Lecture	Participate	Report
Communicate	Develop	Follow up	Market	Persuade	Specify
Compose	Direct	Formulate	Mediate	Present	Speak

LEADERSHIP

Accomplish	Chair	Decrease	Emphasize	Implement	Oversee
Administer	Choose	Delegate	Enforce	Improve	Plan
Account for	Conceptualize	Design	Enhance	Incorporate	Produce
Adjust	Conduct	Determine	Establish	Increase	Propose
Analyze	Consolidate	Develop	Evaluate	Initiate	Recommend
Appoint	Consult	Devote	Execute	Institute	Recruit
Approve	Contact	Direct	Generate	Lead	Replace
Assign	Contract	Dispatch	Handle	Leverage	Strengthen
Assume	Coordinate	Dispense	Head	Manage	Supervise
Attain	Decide	Eliminate	Hire	Maintain	Unify

Resume Examples:

Instead of: Answered phones and greeted customers

Try: Provided prompt and warm greeting to customers in person or on the phone

Instead of: Assisted with the event

Try: Supported in event preparation, set up and take down, as well as troubleshot issues as they arose

RESUME VS. CURRICULUM VITAE (CV)

Resume: Used for Employment

A resume is a concise document typically no longer than one page. The goal of a resume is to make an individual stand out from the competition. The job seeker should adapt the resume to every position for which they apply. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume does not have to be ordered chronologically, does not have to cover your whole career, and is a highly customizable document.

CV: Used for Academics, Graduate School, and certain industries

A CV (Curriculum Vitæ) is an in-depth document that can be laid out over two or more pages and contains a high level of detail about your achievements. The CV covers your education, as well as any other accomplishments like publications, awards, honors, work experience, etc. The document tends to be organized chronologically and should make it easy to get an overview of an individual's full working career. The formatting and layout is similar to a traditional resume, but the section headings may be dictated by the employer. A CV is static and does not change for different positions; the difference would be in the cover letter.

A note on Federal Resumes: These resumes are specifically for federal government jobs, as well as some state and local agencies. Many of the guidelines are consistent with other resumes in terms of using strong action verbs, targeting your bullet points, and checking your grammar/spelling. However, federal resumes often include information not requested by other employers such as:

Social security number, application/announcement number, title, series and grade of job for which applying, country of citizenship, veteran's preference, reinstatement eligibility, highest Federal civilian grade held (if applicable), hours worked, supervisors', and contact information. *If these guidelines are not followed, your application will be rejected. A detailed guide can be found through usajobs.gov.*

A typical CV will include the following information:

- **Name and Contact Information**: contact information for your current institution or place of employment may work best, unless you do not want your colleagues to know that you are job-hunting.
- **Areas of Interest**: a listing of your varied academic interests.
- **Education**: a list of your degrees earned or in progress, institutions, and years of graduation. You may also include the title(s) of your dissertation or thesis here.
- **Grants, Honors, and Awards**: a list of grants received, honors bestowed upon you for your work, and awards you may have received for teaching or service.
- **Publications and Presentations**: a list of your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations.
- **Employment and Experience**: this section may include separate lists of teaching experiences, laboratory experiences, field experiences, volunteer work, leadership, or other relevant experiences.
- **Scholarly or Professional Memberships**: a listing of the professional organizations of which you are a member. If you have held an office or position in a particular organization, you can either say so here or leave this information for the experience section.

DEGREEPLUS AND YOUR PROFESSIONAL COMMUNICATION

DegreePlus – Helping students build transferable skills through extracurricular activities

What is DegreePlus and why is it important?

DegreePlus is a signature program at Western Carolina University designed to give you the opportunity to get involved in extracurricular activities that can provide the transferable skills you need to reach your goals. As a participant, you can build skills in four specific areas: Professionalism, Cultural Responsiveness, Leadership, and Teamwork.

Employers report that students often graduate with good knowledge of their major area of study but are missing the necessary skills they need to be effective employees. These essential skills are called transferable skills because they are not related to a specific occupation. Students who have developed strong transferable skills will be more confident, prepared, and successful as employees, interns, and graduate students.

How do you share your DegreePlus experience with potential employers or graduate schools?

It's critical that your application materials and interviews highlight the skills you've gained through all your experiences, including DegreePlus. Since DegreePlus is a program not necessarily tied to other experiences such as work, student organization involvement, or internships, it can be tricky to determine how to best include it in your resumes, cover letters, and professional communication. Begin by reflecting on what you've learned through your participation and how it fits with the other content you are highlighting. Be sure to describe not just the program, but what you've done as a participant. You might include the number of programs you've attended or an area of focus within a skill, such as conflict resolution in the teamwork skill or Cherokee culture and history in the cultural responsiveness skill. How you tell the story of your skill development is up to you, just keep in mind that employers will only know what you tell them so be clear and concise.

Learn more about the DegreePlus program, including a list of current DegreePlus events, at degreeplus.wcu.edu. As you move through this handbook, please note examples of how DegreePlus skills and experiences can be included in your professional documents and communications.

RESUME FORMATTING 101

LENGTH: 1 page unless you can fill 2 pages with relevant information

FORMATTING: Legible font, 10-12 point font size for the resume body and 18-26 for your name

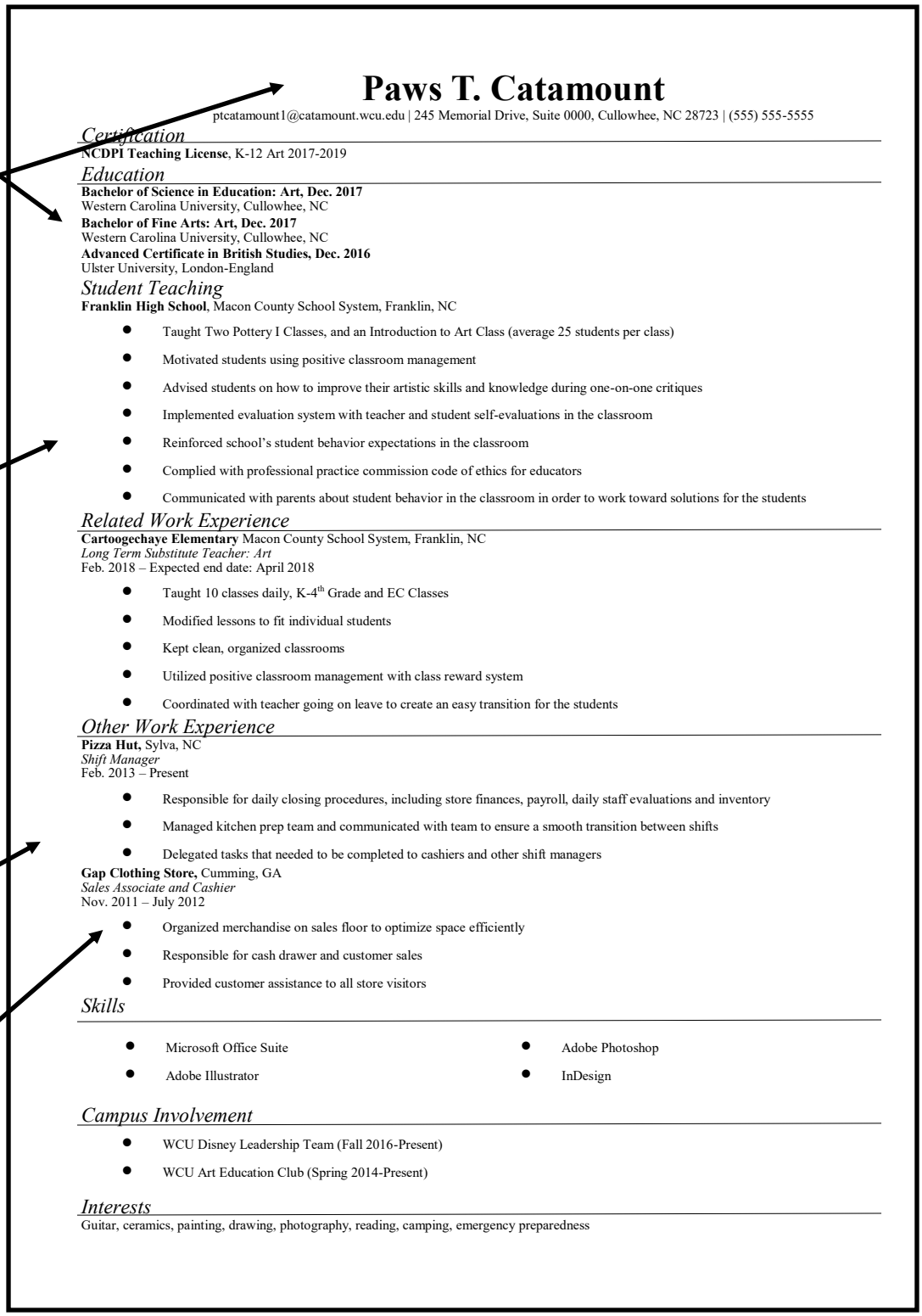
FORMAT: Use ALL CAPS, **bolding**, and *italics* for section titles, employer names, and your titles for emphasis, but don't OVERUSE them!

Consistency is important:

- Keep your use of font size, capitalization, bolding, and italics the same throughout each section
- If you list the city and state for a position, list the same information for each position
- Make sure all dates are formatted the same way and line up
- If you use periods at the end of bullet points, be consistent throughout

MARGINS: Use 0.5"=1"

ORGANIZATION OF INFO: Within each section, list information in reverse chronological order (most recent experience or education first)



Paws T. Catamount

ptcatamount1@catamount.wcu.edu | 245 Memorial Drive, Suite 0000, Cullowhee, NC 28723 | (555) 555-5555

Certification

NCDPI Teaching License, K-12 Art 2017-2019

Education

Bachelor of Science in Education: Art, Dec. 2017
Western Carolina University, Cullowhee, NC
Bachelor of Fine Arts: Art, Dec. 2017
Western Carolina University, Cullowhee, NC
Advanced Certificate in British Studies, Dec. 2016
Ulster University, London-England

Student Teaching

Franklin High School, Macon County School System, Franklin, NC

- Taught Two Pottery I Classes, and an Introduction to Art Class (average 25 students per class)
- Motivated students using positive classroom management
- Advised students on how to improve their artistic skills and knowledge during one-on-one critiques
- Implemented evaluation system with teacher and student self-evaluations in the classroom
- Reinforced school's student behavior expectations in the classroom
- Complied with professional practice commission code of ethics for educators
- Communicated with parents about student behavior in the classroom in order to work toward solutions for the students

Related Work Experience

Cartoogechaye Elementary Macon County School System, Franklin, NC
Long Term Substitute Teacher: Art
Feb. 2018 – Expected end date: April 2018

- Taught 10 classes daily, K-4th Grade and EC Classes
- Modified lessons to fit individual students
- Kept clean, organized classrooms
- Utilized positive classroom management with class reward system
- Coordinated with teacher going on leave to create an easy transition for the students

Other Work Experience

Pizza Hut, Sylva, NC
Shift Manager
Feb. 2013 – Present

- Responsible for daily closing procedures, including store finances, payroll, daily staff evaluations and inventory
- Managed kitchen prep team and communicated with team to ensure a smooth transition between shifts
- Delegated tasks that needed to be completed to cashiers and other shift managers

Gap Clothing Store, Cumming, GA
Sales Associate and Cashier
Nov. 2011 – July 2012

- Organized merchandise on sales floor to optimize space efficiently
- Responsible for cash drawer and customer sales
- Provided customer assistance to all store visitors

Skills

- Microsoft Office Suite
- Adobe Illustrator
- Adobe Photoshop
- InDesign

Campus Involvement

- WCU Disney Leadership Team (Fall 2016-Present)
- WCU Art Education Club (Spring 2014-Present)

Interests

Guitar, ceramics, painting, drawing, photography, reading, camping, emergency preparedness

DON'T INCLUDE:

- Clipart, images, watermarks, or headshots (unless a theatre major/actor).
- Full sentences or words like "I," "me," or "my"
- Hobbies or interests unrelated to the position
- General statements (i.e. "strong work ethic," "people person," or "good communicator")
- References (your reference page should be separate)
- Personal information (age, gender, marital status, etc.)

Paws T. Catamount

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- InDesign

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- WCU Art Education Club (Spring 2014-Present)

Interests

Guitar, ceramics, painting, drawing, photography, reading, camping, emergency preparedness

MUSIC PERFORMANCE RESUME

Paws T. Catamount

Violin

245 Memorial Drive, Suite 0000, Cullowhee, NC 28723
ptcatamount1@catamount.wcu.edu | 555.555.5555

EDUCATION

Bachelor of Music, concentration in Performance (Violin) May 2018
Weste*rn Carolina University* Cullowhee, NC

- GPA: 3.65
- Dean's List, Chancellor's List

Study Abroad: Montreal (1-week residency in partnership w/ Encore! Sistema Quebec) May 2017

RELEVANT COURSEWORK

Aural Skills II: Basic Tonal Functions, Music Theory II: Tonal Harmony, Music Theory III: Advanced Forms and Chromaticism, Music Theory IV: Twentieth Century Styles, Fundamentals of Conducting, Introduction to MIDI/Synthesis, Computer Music Notation

SKILLS

Classical Violin—Advanced Proficiency, 13 years
Piano—Intermediate Proficiency, 3 years
Language—Proficiency in French, 4 years

PERFORMANCE EXPERIENCE

Western Carolina Civic Orchestra, *First Violin*-Cullowhee, NC January 2016-Present
Director: Dr. Damon Sink

Western Carolina Civic Orchestra, *Second Violin*-Cullowhee, NC August-December 2015
Director: Dr. Damon Sink

Charlotte Symphony Youth Orchestra, *Second Violin*-Charlotte, NC August 2012-May 2014
Conductor: Dr. Ernest Pereira

ADDITIONAL EXPERIENCE

Wedding String Quartet, *Second Violin*-Charlotte, NC May 2016-Present
Coordinator: Andrew Thompson

- Collaborated on booking events and marketing services in the community
- Managed website and maintained updated contact and pricing information

Catamount Music (personal business)-Cullowhee, NC May 2015-May 2016
Violin Teacher

- Taught 4 violin students ranging in age from 4-25
- Instructed students using the Suzuki method
- Planned and scheduled rehearsals on a weekly basis
- Organized fall and spring concert and marketed event to family and community

THEATRE/ACTING RESUME

PAWS T. CATAMOUNT

245 Memorial Drive, Suite 0000, Cullowhee, NC 28723
ptcatamount1@catamount.wcu.edu | 555.555.5555
6'2" | Purple/gold hair | Yellow eyes | 250 pounds (optional)

Education

Western Carolina University — Cullowhee, NC
Bachelor of Fine Art, Acting — 05/2021

- GPA: 3.2

Study Abroad: British American Drama Academy (summer session) — 06-07/2018

Stage Experience	Role	Location	Date
Nunsense: A-Men	Reverend Mother	Asheville Comm. Theatre	01/2019
Noises Off!	Garry/Roger	Hoey Auditorium	11/2018
Cabaret	Ernst Ludwig	Hoey Auditorium	09/2018
Really Really	Jimmy	Bardo Arts Center	03/2018
God Save Gertrude	Man	Bardo Arts Center	10/2017

Special Skills

Dialects: NY, British, Southern

Sports: Soccer, dance (ballet, tap), swimmer

Abilities: Juggling, knife throwing, cartwheels/tumbling, aerobics, fishing

Additional Theatre Experience

Asheville Creative Arts Children's Theater — Asheville, NC
Production Volunteer — 08/2018-Present

- Assist with the design and production of various sets used for theatre productions
- Act as usher, welcome guests, and answer any questions

Smoky Mountain High School — Sylva, NC
Volunteer Drama Assistant Teacher — 08/2017-12/2017

- Collaborated with head teacher to teach acting techniques to students in grades 6-8
- Assisted in the planning and organization of the spring production: Seussical
- Participated as a judge in the auditions for Seussical's lead and supporting roles

ARTS/DESIGN RESUME TIPS

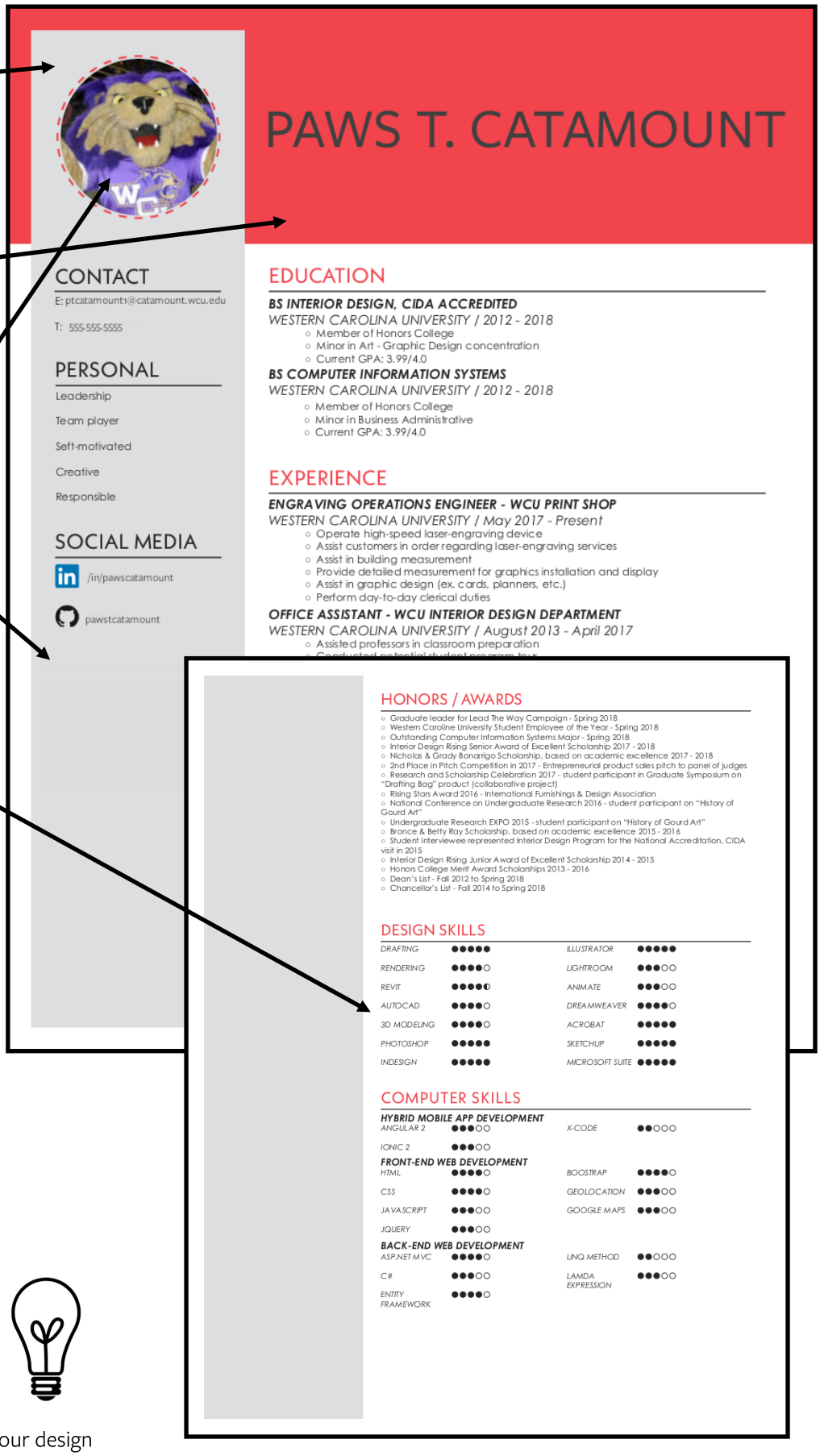
DESIGN: Showcase your brand! Utilize colors, images, fonts, etc. from your website

COLOR: Don't shy away from color; it can show employers that you have design sense and the ability to create an aesthetically-pleasing product

PHOTO: You can include a photo of yourself or your art; think of what works best for you

CONTACT: Include your website, social media platforms, etc. that connect to your brand

SPECIAL TOUCHES: Think of ways to creatively communicate your talent/skills to employers



PAWS T. CATAMOUNT

CONTACT

E: ptcatamount1@catamount.wcu.edu

T: 555-555-5555

PERSONAL

Leadership

Team player

Self-motivated

Creative

Responsible

SOCIAL MEDIA

/in/pawscatamount

pawstcatamount

EDUCATION

BS INTERIOR DESIGN, CIDA ACCREDITED

WESTERN CAROLINA UNIVERSITY / 2012 - 2018

- Member of Honors College
- Minor in Art - Graphic Design concentration
- Current GPA: 3.99/4.0

BS COMPUTER INFORMATION SYSTEMS

WESTERN CAROLINA UNIVERSITY / 2012 - 2018

- Member of Honors College
- Minor in Business Administrative
- Current GPA: 3.99/4.0

EXPERIENCE

ENGRAVING OPERATIONS ENGINEER - WCU PRINT SHOP

WESTERN CAROLINA UNIVERSITY / May 2017 - Present

- Operate high-speed laser-engraving device
- Assist customers in order regarding laser-engraving services
- Assist in building measurement
- Provide detailed measurement for graphics installation and display
- Assist in graphic design (ex. cards, planners, etc.)
- Perform day-to-day clerical duties

OFFICE ASSISTANT - WCU INTERIOR DESIGN DEPARTMENT

WESTERN CAROLINA UNIVERSITY / August 2013 - April 2017

- Assisted professors in classroom preparation

HONORS / AWARDS

- Graduate leader for Lead The Way Campaign - Spring 2018
- Western Caroline University Student Employee of the Year - Spring 2018
- Outstanding Computer Information Systems Major - Spring 2018
- Interior Design Rising Senior Award of Excellent Scholarship 2017 - 2018
- Nicholas & Grady Bonarrigo Scholarship, based on academic excellence 2017 - 2018
- 2nd Place in Pitch Competition in 2017 - Entrepreneurial product sales pitch to panel of judges
- Research and Scholarship Celebration 2017 - student participant in Graduate Symposium on "Drafting Bag" product (collaborative project)
- Rising Stars Award 2016 - International Furnishings & Design Association
- National Conference on Undergraduate Research 2016 - student participant on "History of Gourd Art"
- Undergraduate Research EXPO 2015 - student participant on "History of Gourd Art"
- Bronce & Betty Ray Scholarship, based on academic excellence 2015 - 2016
- Student interviewee represented Interior Design Program for the National Accreditation, CIDA visit in 2015
- Interior Design Rising Junior Award of Excellent Scholarship 2014 - 2015
- Honors College Merit Award Scholarships 2013 - 2016
- Dean's List - Fall 2012 to Spring 2018
- Chancellor's List - Fall 2014 to Spring 2018

DESIGN SKILLS

DRAFTING	●●●●●	ILLUSTRATOR	●●●●●
RENDERING	●●●●○	LIGHTROOM	●●●○○
REVIT	●●●●◐	ANIMATE	●●●○○
AUTOCAD	●●●●○	DREAMWEAVER	●●●●○
3D MODELING	●●●●○	ACROBAT	●●●●●
PHOTOSHOP	●●●●●	SKETCHUP	●●●●●
INDESIGN	●●●●●	MICROSOFT SUITE	●●●●●

COMPUTER SKILLS

HYBRID MOBILE APP DEVELOPMENT			
ANGULAR 2	●●●○○	X-CODE	●●○○○
IONIC 2	●●●○○		
FRONT-END WEB DEVELOPMENT			
HTML	●●●●○	BOOSTRAP	●●●●○
CSS	●●●●○	GEOLOCATION	●●●○○
JAVASCRIPT	●●●○○	GOOGLE MAPS	●●●○○
JQUERY	●●●○○		
BACK-END WEB DEVELOPMENT			
ASP.NET MVC	●●●●○	LINQ METHOD	●●○○○
C#	●●●○○	LAMDA EXPRESSION	●●●○○
ENTITY FRAMEWORK	●●●●○		

OTHER IDEAS:

- Online portfolios
- Websites
- Blogs
- Video resumes
- Interview wear printed with your design

STUDIO ART RESUME

PAWS T. CATAMOUNT

245 Memorial Drive, Suite 0000, Cullowhee, NC 28723
ptcatamount1@catamount.wcu.edu | 555.555.5555
pawsart.com

EDUCATION

Bachelor of Fine Art, Studio Art — May 2020
Western *Carolina University* — Cullowhee, NC

- GPA: 3.8
- Honor's College, Chancellor's List

EXPERIENCE

Paws.Art — Cullowhee, NC
Owner/Artist — January 2015-Present

- Developed, manage, and maintain Paws.Art website to showcase fine art works
- Produce fine art portraits, both independently and on commission for clients

WCU Bardo Arts Center — Cullowhee, NC
Fine Art Museum Attendant — August 2018-Present

- Respond to and direct telephone and walk-in inquiries, and provide guests with information regarding artists, stock, and museum policies
- Set up displays, arrange merchandise, and stock shelves
- Responsible for taking payment and making change for museum store visitors

EXHIBITIONS

Solo:

Cats in Space: An Exploration — May 2018
The Bascom — Asheville, NC

Light and Sound — January 2018
Revolve Gallery — Asheville, NC

When the Cats Play — August 2017
Western Carolina University Fine Arts Museum — Cullowhee, NC

Group:

What's in a Name? — January 2019
Western Carolina University Fine Arts Museum — Cullowhee, NC

Not Kitten Around — November 2018
Revolve Gallery — Asheville, NC

SKILLS

- Adobe Photoshop
- Adobe Illustrator
- Digital Video/Photo

INTERIOR DESIGN RESUME (1/2)

PAWS T. CATAMOUNT

CONTACT

E: ptcatamount1@catamount.wcu.edu

T: 555-555-5555

PERSONAL

Leadership

Team player

Seft-motivated

Creative

Responsible

SOCIAL MEDIA

/in/pawscatamount

pawstcatamount

EDUCATION

BS INTERIOR DESIGN, CIDA ACCREDITED

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- Assist in graphic design (ex. cards, planners, etc.)
- Perform day-to-day clerical duties

OFFICE ASSISTANT - WCU INTERIOR DESIGN DEPARTMENT

WESTERN CAROLINA UNIVERSITY / August 2013 - April 2017

- Assisted professors in classroom preparation
- Conducted potential student program tour
- Provided tutoring sessions for interior design students
- Managed resource library
- Performed day-to-day clerical duties

INTERIOR DESIGN INTERNSHIP

ALCHEMY DESIGN STUDIO, ASHEVILLE, NC / June - August 2016

- Assisted interior designeer with preparation for client meeting, including technical drawings, renderings, material selections, and presentation boards
- Assisted with project coordination regarding purchase orders, including follow-up with vendors, clients, and contractors.
- Managed resource library
- Attended job-site visits
- Participated in client meeting

ORGANIZATION / INVOLVEMENT

INTERNATIONAL INTERIOR DESIGN ASSOCIATION - CAROLINAS

STUDENT MEMBER

- Steering Committee Member - Asheville City Center (2016 - 2018)

BETA GAMMA SIGMA INTERNATIONAL HONORS SOCIETY

- Top 10% of junior or senior class in Computer Information Systems

INTERIOR DESIGN CLUB at WESTERN CAROLINA UNIVERSITY

2013 - 2018

- President 2016 - 2017
- Vice President 2015 - 2016
- Historian 2014 - 2015

INTERIOR DESIGN RESUME (2/2)

HONORS / AWARDS

- Graduate leader for Lead The Way Campaign - Spring 2018
- Western Caroline University Student Employee of the Year - Spring 2018
- Outstanding Computer Information Systems Major - Spring 2018
- Interior Design Rising Senior Award of Excellent Scholarship 2017 - 2018
- Nicholas & Grady Bonarrigo Scholarship, based on academic excellence 2017 - 2018
- 2nd Place in Pitch Competition in 2017 - Entrepreneurial product sales pitch to panel of judges
- Research and Scholarship Celebration 2017 - student participant in Graduate Symposium on "Drafting Bag" product (collaborative project)
- Rising Stars Award 2016 - International Furnishings & Design Association
- National Conference on Undergraduate Research 2016 - student participant on "History of Gourd Art"
- Undergraduate Research EXPO 2015 - student participant on "History of Gourd Art"
- Bronce & Betty Ray Scholarship, based on academic excellence 2015 - 2016
- Student interviewee represented Interior Design Program for the National Accreditation, CIDA visit in 2015
- Interior Design Rising Junior Award of Excellent Scholarship 2014 - 2015
- Honors College Merit Award Scholarships 2013 - 2016
- Dean's List - Fall 2012 to Spring 2018
- Chancellor's List - Fall 2014 to Spring 2018

DESIGN SKILLS

DRAFTING	●●●●●	*ILLUSTRATOR*	●●●●●
RENDERING	●●●●○	*LIGHTROOM*	●●●○○
REVIT	●●●●◐	*ANIMATE*	●●●○○
AUTOCAD	●●●●○	*DREAMWEAVER*	●●●●○
3D MODELING	●●●●○	*ACROBAT*	●●●●●
PHOTOSHOP	●●●●●	*SKETCHUP*	●●●●●
INDESIGN	●●●●●	*MICROSOFT SUITE*	●●●●●

COMPUTER SKILLS

HYBRID MOBILE APP DEVELOPMENT			
ANGULAR 2	●●●○○	*X-CODE*	●●○○○
IONIC 2	●●●○○		
FRONT-END WEB DEVELOPMENT			
HTML	●●●●○	*BOOSTRAP*	●●●●○
CSS	●●●●○	*GEOLOCATION*	●●●○○
JAVASCRIPT	●●●○○	*GOOGLE MAPS*	●●●○○
JQUERY	●●●○○		
BACK-END WEB DEVELOPMENT			
ASP.NET MVC	●●●●○	*LINQ METHOD*	●●○○○
C#	●●●○○	*LAMDA EXPRESSION*	●●●○○
ENTITY FRAMEWORK	●●●●○		

GRAPHIC DESIGN RESUME

paws t.

graphic design & photography

Personal Information

Phone
(828) 227-7133

Email
ptcatamount1@gmail.com

Website
pawsart.com

LinkedIn
linkedin.com/pawsart

Tech Skills

- PhotoShop
- Illustrator
- InDesign
- AfterEffects
- DreamWeaver
- Adobe Dimensions
- Adobe Lightroom
- Photography

Design Skills

- Typography
- Layout
- Motion Graphics
- Story Board Design

Education

May 2017

Western Carolina University, Cullowhee, NC

Bachelor of Arts in Fine Arts

- Concentration in Graphic Design
- GPA: 3.4

May 2015

Gaston College, Dallas, NC

Associate in Fine Art

- GPA: 3.2

Experience

June-July 2017

Intern Graphic Designer

City of Hickory Communication Department

Hickory, NC

- Communicated effectively between employer and client
- Managed time effectively to complete projects
- Completed seven projects for the department
  - Two pamphlets
  - Four photo shoots
  - One car magnet

August 2018-Present

Print Shop Clerk

Allegra Printing & Mailing

Hickory, NC

- Interpreted and input client orders
- Created layouts and designs for clients utilizing InDesign
- Responsible for:
  - Cutting and weeding vinyl
  - Masking vinyl
  - Book/booklet production
- Operated the following machinery:
  - Color printer
  - Black & White printer
  - Scoring machine

LEARNING MORE

Adding a minor or certificate program can help you gain valuable skills to supplement your degree. Here are a few of the minors and certificate programs WCU offers that may be of interest (you can view the full list of majors, minors, and programs WCU offers by going to wcu.edu, hovering over Learn and clicking on Programs of Study):

Art and Entrepreneurship Certificate

The Arts and Entrepreneurship Certificate is a 15 credit hour program designed to teach participants the entrepreneurial skills to lead successful arts ventures. For more information visit, arts.wcu.edu/AE.

Communication

With a minor in communication students learn effective methods of interacting with others and sharpen their abilities to express ideas.

English

Minors in professional writing, creative writing, teaching English as a second language, film, and literature enrich lives inside and outside of the workplace.

Entrepreneurship

The Entrepreneurship minor provides training in how to develop and assess the feasibility of new business ideas; plan for the creation of a new enterprise; obtain physical, human, and financial resources; and operate and expand a small enterprise once created.

International Studies

A minor in International Studies will provide a unique and marketable global perspective, and one that promotes an understanding of the different cultures, economies, and governments around the world.

Management

A minor in Management can help prepare for a future role as a business leader by providing the fundamentals of business and skills in areas such as communication, decision-making, leadership, collaboration, and professional behavior.

Marketing

A minor in Marketing prepares students for careers helping companies or clients strategically persuade people to buy specific products or services, or to support causes or campaigns.

Psychology

A minor in Psychology will provide insights into the mind and behavior as well as analytical and communication skills.

Sociology

A minor in Sociology provides students who are interested in exploring the social and cultural influences on society and the individual an opportunity to do so using theory and the scientific method.

Center for Career and Professional Development

- CAREER & MAJOR COUNSELING
- RESUME & COVER LETTER REVIEWS
- INTERVIEW PREPARATION
- JOB & INTERNSHIP FAIRS
- INTERNSHIPS
- DROP-IN APPOINTMENTS
- STUDENT EMPLOYMENT
- JOBCAT 2.0

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