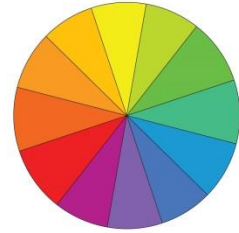


Graphic Design Tools

Use the following lists to show the equipment and tools you have used and are familiar with on your resume. You may have additional technologies not shown on this list. List your tools in a separate section or under Skills/Qualifications.



Equipment and Tools

Computers (hardware and software), printers, pens, pencils, various inks/paints, air brushes, oils, enamels, press and other industry specific machines, cameras, film, and electronic video equipment.

Software/Computer Applications

Design:

Adobe Creative Suite (PhotoShop, Illustrator, Lightroom, Premiere Pro), Adobe Creative Cloud, CorelDRAW Creative Suite, Microsoft Paint, Xara Designer, Google SketchUp, Poser, Serif DrawPlus, Ulead PhotoImpact, Casmate, Flexi Letter, SignLab, CAD/CAM

Desktop Publishing:

Adobe InDesign, Adobe Acrobat, Adobe FrameMaker, Adobe PageMaker, Microsoft Publisher, QuarkXPress, Xara Page and Layout Designer

Web Development:

Wordpress, Cloud9, Visual Studio, Dreamweaver, Cold Fusion, HTML, XML, Javascript, ASP, Macromedia Flash, Macromedia Fireworks, Adobe GoLive, Macromedia FreeHand, Adobe Image Ready, Adobe LiveMotion

Other:

MS Office, G Suite on Google Cloud, Adobe Stock Images

Graphic Design Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

Sample Skills/Skill Headings

- Desktop Publishing
- Web Development/Programming
- Layout & Design
- Marketing
- Pre-press
- Leadership
- Communication
- Project Management/Planning
- Research and Development
- Customer Service
- Quality Assurance
- Document Control
- Technical Support
- Software/Computer Skills

Sample Skill Statements

- Develop overall layout, design, and artwork (for newsletters, magazines, journals, brochures, directories, television, packaging, forms, charts, display, business cards and other stationary items).
- Develop distinctive logos for products and businesses
- Draw and print charts, graphs, illustrations, and other images
- Develop and maintain websites
- Arrange layout based upon available space, knowledge of layout principles, and esthetic design concepts
- Digital file preparation for web and print media
- Prepare necessary production, distribution, and accounting orders for projects
- Application of organizational design standards and graphics
- Mark up, past, and assemble final layouts to prepare layouts for printer
- Develop illustrations or rough sketches of material
- Prepare artwork for camera and prepress
- Prepare materials for publication
- Proficiency with desktop publishing and word processing software
- Identify customer issues and interests; confer with clients to discuss and determine layout design
- Research, organize and prioritize topics for marketing projects
- Execute projects from design stage through final layout including file prep digital output, photo editing and adherence to schedules
- Understanding of color printing with ability to review proofs for accuracy, clarity and consistency of message
- Use a variety of print, electronic and film media to meet client needs
- Design promotional displays and marketing brochures for products and services
- Decide on size and arrangement of images, select size and style of type
- Apply page layout, composition, art theory, airbrush, and other graphic arts techniques
- Ability to work well under pressure while maintaining professional demeanor

- Manage projects from inception to execution with minimal supervision
- Handle multiple projects or assignments simultaneously
- Prioritize tasks to consistently meet project targets
- Prepare files for vendor printing
- Maintain a high degree of quality control through self-proofing and style guide adherence
- Able to create new and original ideas
- Ability to meet deadlines
- Work well individually and as a team member