
Graphic Design Volunteer Resume

Job Objective

To obtain Graphic Design Volunteer position where my years of experience and training can be helpful to the organization.

Highlights of Qualifications:

- Hands-on experience in volunteering for graphic design projects
 - Sound knowledge of web design techniques
 - Working knowledge of Adobe Illustrator and InDesign
 - Familiarity with basic HTML concepts
 - Skilled in organizing Google Doc files
 - Proficient with HTML, MS office applications and Adobe applications
 - Ability to propose new design concepts
 - Ability to write and edit copy for marketing materials
 - Ability to work independently or as a team to meet all deadlines
 - Ability to develop design layouts
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Professional Experience:

Graphic Design Volunteer
ACG Chicago, Inc., Rochelle Park, NJ
August 2007 – Present

- Developed design concepts for newsletters, marketing materials, advertisements and postcards.
- Reviewed and recommended improvements to design layouts.
- Maintained graphic files such as photos and logos.
- Worked cohesively with Web Designers to produce graphic designs.
- Created design ideas for both print and online platforms.
- Prepared weekly project reports for Manager.
- Worked with marketing team in developing advertising strategies.

Graphic Design Volunteer
Life Search Technologies, Rochelle Park, NJ
May 2004 – July 2007

- Developed graphic designs based on project requirements.
 - Established timeline and budget for design project.
 - Developed design content that is innovative and incorporates existing artwork.
 - Performed basic administrative duties when needed.
 - Maintained inventory for printed materials.
 - Prepared and edited marketing materials.
 - Provided support in designing websites.
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Education:

Bachelor's Degree in Graphic Design
Utah State University, Logan, UT

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