
Yearbook Advisor Resume

Job Objective

Experienced Yearbook Advisor seeking employment within a quality field with the right organization for me.

Highlights of Qualifications:

- Huge experience in designing yearbook layout
 - Working knowledge of journalism curriculum
 - Proficient in Adobe Photoshop, and MS Office Suite
 - Skilled in taking photos, creating layout and designing yearbook pages
 - Ability to plan and create Yearbook
 - Ability to identify customer requirements for yearbooks
 - Good camera and creative skills
 - Strong project management and organizational skills
 - Excellent communication and interpersonal skills
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Professional Experience:

Yearbook Advisor, August 2005 – Present

Holmdel Township Public Schools, Baton Rouge, LA

- Communicated with the student body and encouraged participation on the yearbook staff.
- Overseen and guided the determination of editors and the selection of various staff.
- Reviewed and approved final layouts of all photographic and advertising inclusions.
- Submitted budget needs annually to the principal in accordance with established timelines and guidelines.
- Ordered all supplies necessary for yearbook-related activities.
- Overseen and guided publication of yearbook.

Yearbook Advisor, May 2000 – July 2005

Lincoln High School, Baton Rouge, LA

- Submitted entry of the yearbook in competitions.
 - Booked production schedules and activities.
 - Planned for and participated in workshops.
 - Maintained attendance forms, records and other formalities.
 - Promoted awareness about the yearbook by providing information to the principal and others relevant audiences.
 - Provided supervision of all students involved on yearbook staff during all times of involvement and overseen penalties for violation of such standards as stipulated by Board policy and school procedures.
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Education:

Bachelor's Degree in Education, Babson College, Babson Park, MA

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