

Sample of Resume – Industries and Jobs (Graphic Design)

Job Title: Graphic Design Assistant

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INTRODUCTION

As a fresh graduate from Advertising Design, I am self-motivated with confidence and good communication skills. I devoted to work in a well-established design company and am able to report duty with immediate effect.

EDUCATION

2017 – 2019 The Hong Kong Polytechnic University –
Associate in Design (Advertising Design)

2011 – 2017 Hong Kong Secondary school

HKDSE: Chinese Language 4, English Language 3, Mathematics 3, Liberal Studies 4,
Visual Arts 5, Design and Applied Technology 4

WORK EXPERIENCE

05/2019 – now

Office Assistant – Hong Kong 123 Limited

- To design graphic design for advertisements
- To assist seniors to prepare documents
- To communicate with client

12/2018 – 05/2019

Internship – Hong Kong Design Limited

- To provide assistance in graphic design (e.g. blog editing, illustration)
- To provide assistance in webpage design

SKILLS

Fluent in Cantonese, Mandarin and English

Proficiency in the application of common design software (including Illustrator, Photoshop)