**Education**

***Functional Frank***

 616-123-4455  Functional.Frank@gmail.com  123 Resume Rd. Jackson, MI 1234

 <https://www.linkedin.com/in/functional-Frank-r/>

**Associate of Arts in Communication** |Jackson College | Jackson, MI | May 2020

* 3.85 GPA

**Professional Skills**

**Adobe InDesign**

* Constructed over 100 business flyers, marketing brochures, and employee newspapers
* Produced Images and artwork for website design

**Adobe Photoshop**

* Creative image editing for documents, brochures, and newspapers
* Designed three website mockups and retouched all image compositions
* Digitally scanned images edited for online use within the company and for 80+ business clients

**Writing**

* Composed 60+ emails a day to clients for website support
* Edited content of weekly employee newspapers
* Wrote weekly employee newspapers to share data and research results to better serve clients

**Office Suite Software**

* Shared professional business documents with appropriate clients daily
* Developed 30 business plans on One Note for company leadership
* Utilized Access for data entry and research
* Drafted and clarified information from fragmented raw data into Microsoft Access

**Communication**

* Facilitated the review and approval process for over 1000 documents
* Researched information to provide accurate and helpful data that was then shared with company personnel
* Communicated information and ideas in writing so teammates and leadership could easily comprehend

**Critical Thinking**

* Managed over 100 customer feedback forms and used this information to implement best practices
* Observed three design committees for celebratory marketing campaigns

**Professional Experience**

**Marketing Internship/Capstone** | Jackson College and MPH Marketing Solutions | 2019-2020

**Technical Writer** | ABC Global Solutions | Jackson, MI | 2017-2018

**Regulatory Affairs Assistant** | Energizer Holding | Ann Arbor, MI | 2016-2017

**Certifications**

* **CMI Online Training and Certification** | Content Marketing Institute | 2020
* **SEO Copywriting Certification** | Success Works | 2019