**Sofia Garcia**

Ogden, UT | (435) 824-XXXX | sgarcia@email.com | www.linkedin.com/in/yourprofile

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| **EDUCATION** | |
| **Weber State University**, *Ogden, UT* |  |
| **Bachelor of Arts Degree:** English: Professional & Technical Writing  Minor: Art | Expected: Date |
| **Associate of Arts Degree**: General Studies | Date |

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| **HIGHLIGHTED SKILLS & QUALIFICATIONS** |

**Manual Creation and Document Editing**

* Read, evaluate, and edit documents to ensure correct content, spelling, grammar, and punctuation
* Review published materials and recommend revisions in scope, format, content, and methods of binding
* Verify information and data utilizing appropriate reference sources

**Writing and Reporting**

* Research breaking news events on various topics, gathering important facts and accurate details
* Edit and revise work to meet editorial approval or to fit time or space requirements
* Arrange and conduct interviews with credible sources, establishing and maintaining positive connections

**Graphic Design**

* Develop dynamic graphics and layouts for print materials, company logos, and websites using Adobe Illustrator and InDesign
* Create designs and sample layouts, based on knowledge of layout principles and esthetic design concepts
* Maintain archive of over 300 images, photos, and previous work products utilizing excellent organizational skills

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| **ADDITIONAL SKILLS** | | |
| Written & Verbal Communication | English & Spanish Fluency | SEO Marketing |
| Critical Thinking | Problem-Solving | MS Word, PowerPoint, Excel |
| Leadership | Screenwriting | Adobe Illustrator, InDesign |

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| **WORK & INTERNSHIP EXPERIENCE** | |
| **Title,** Company, *SLC, UT* | Date |
| **Title,** Company*, Ogden, UT* | Date |
| **Title,** Company*, Riverdale, UT* | Date |

*Primary accomplishments in these roles:*

* Trained and supervised 75 new employees while assisting with opening 3 new restaurant locations
* Increased sales by 20% over a 6 month period, exceeding company goals and expectations

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| **VOLUNTEER & LEADERSHIP EXPERIENCE** | |
| **Title,** Club Name, *SLC, UT* | Date |
| **Title,** Organization*, Brigham City, UT* | Date |