



ART AND DESIGN RESUME

Mauve Maverick

GRAPHIC DESIGN SPECIALIST

(970)123-4567

mauvem@email.com

Grand Junction, Colorado 81501

Linkedin.com/in/mauvem

EDUCATION

B.A. FINE ARTS / GRAPHIC DESIGN Colorado Mesa University,
Grand Junction, Colorado

WEB DEVELOPMENT CERTIFICATE Colorado Institute of Technology,
Denver, Colorado
2014

PORTFOLIO

www.mauvemaverick.com

INFOGRAPHIC DESIGN
Created a series of 12 infographics for LegalTemplates.net illustrating the different forms of lease agreements.

WEB DESIGN

Led a redesign of Wicket Software's homepage, utilizing Material Design principles.

DOCUMENT DESIGN

Created a series of Microsoft Word document templates for Golf Weekly using InDesign.

PROFESSIONAL PROFILE

Senior Graphic Design Specialist with 6+ years of experience in the management of the complete design process, from conceptualization to delivery. Expert at interdepartmental coordination and communication. Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign), Microsoft Office Suite, and web design applications (Dreamweaver, HTML). Able to stretch the boundaries of web design and digital storytelling to help my client's brands stand out.

PROFESSIONAL EXPERIENCE

SENIOR GRAPHIC DESIGN SPECIALIST

Creative Life, Grand Junction, Colorado / 2020 – Present

- Lead in the design, development, and implementation of the graphic, layout, and production communication materials while helping clients cut their costs by an average of 12%
- Delegate tasks to the 7 members of the design team and provide counsel on all aspects of the project
- Supervise the assessment of all graphic materials in order to ensure quality and accuracy of the design
- Oversee the efficient use of production project budgets ranging from \$2,000 - \$25,000

GRAPHIC DESIGN SPECIALIST

Stepping-Stone Marketing, Denver, Colorado / 2016 – 2020

- Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients
- Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines
- Recommended and consulted with clients on the most appropriate graphic design options based on their overall marketing goals



BIOLOGICAL SCIENCE RESUME

Marianna Maverick

Mesa, Colorado 80000
970-879-3161 | mariannam@email.com

EDUCATION

Bachelor of Science in Biology, Minor in Chemistry
Colorado Mesa University, Grand Junction, Colorado
Cumulative GPA: 3.4 Major GPA: 3.7

RELATED

EXPERIENCE

Colorado National Monument, Grand Junction, Colorado

Park Interpreter, August 2021-Present

- Coordinate guided nature walks and interpretive programs for park visitors in order to educate and inform visitors of natural history of park resources and on-going protection of park lands
- Create and coordinate Children's Environmental Education Program and Junior Ranger Program
- Assist Park visitors with park information, visitor-related issues and emergencies, and reserving and purchasing campsites
- Assist graduate students in conducting corvid species surveys that include tagging, banding, and measuring individuals

Fish and Wildlife Club, Colorado Mesa University, Grand Junction, Colorado

Treasurer, August 2021-May 2023

- Managed a \$15,000 annual budget
- Organized fundraisers and promoted positive donor relationships
- Authorized purchases and secured payments to outside vendors
- Chaired fund-review committee, which authorizes and distributes funds internally
- Served as liaison to the Student Life Department

CM&U Landscaping, Grand Junction, Colorado

Co-Owner, August 2019-August 2021

- Recruited, hired, and supervised a staff of 3 employees
- Collected, deposited, and recorded accounts receivable and payable
- Coordinated advertising and customer service
- Communicated with customers to provide bids on services

ADDITIONAL EXPERIENCE

Office of the Registrar, Colorado Mesa University, Grand Junction, Colorado
Records Coordinator's Assistant, May-August 2020

ACTIVITIES

Social chair on the executive staff of Phi Delta Theta Fraternity
Vice President of Future Biologists of America



BUSINESS RESUME

Makenzie Maverick

Denver, Colorado 80000 | (303) 555-5555 | makenziemav@email.com | linkedin/in/makenziem

EDUCATION Bachelor of Business Administration, International Business

Colorado Mesa University (CMU), Grand Junction, Colorado

Relevant Coursework: International Marketing, Global Dimensions of Business, International Business Strategy, Negotiating Globally

Study Abroad, Vienna University of Economics and Business, Vienna, Austria

January 2021 – May 2021

- Completed coursework in European Economics and Marketing
- Gained fluency in German and conducted informational interviews with 5 local business leaders

PROJECT EXPERIENCE

Business Review Project, Colorado Mesa University, Grand Junction, Colorado

January 2022 - May 2022

- Created detailed analysis of an international online tutoring startup's marketing strategy in order to make strategic recommendations for improved customer interaction
- Conducted interviews with leadership, completed benchmarks, and successfully assessed market positioning
- Reported and presented results virtually via Zoom and PowerPoint, which resulted in an A grade

EXPERIENCE

Administrative Assistant, Business Tax Professionals Denver, Colorado

November 2022 - Present

- Provide virtual administrative and customer support for a tax preparation service with over 1,500 clients
- Aid clients in understanding and completing complicated tax forms
- Maintain accuracy and security of database with confidential tax

SKILLS

Technical: Microsoft Word, Excel, and PowerPoint, QuickBooks,
Google Suite



COMPUTER SCIENCE AND ENGINEERING RESUME

Mitchell Maverick
Los Alamos, New Mexico
505-555-1234
mitchmaverick@email.com

EDUCATION

Colorado Mesa University, Grand Junction, Colorado
Bachelor of Science in Mechanical Engineering

PROFESSIONAL EXPERIENCE

SUPERVISOR

May 2022 to Present

Department of Energy - Los Alamos, New Mexico

- Manages the Landlord and Stewardship Program - Infrastructure Team comprising of five subject matter experts with disciplines ranging from cultural resources management to property and project management
- Motivates team to quantify, prioritize, and execute expansive scope and utilizes performance data to communicate resource needs to management
- Coordinates review and approval of operational control area requests and facilitates subject matter expert questions and comments through interface offices

FEDERAL PROJECT MANAGER

August 2017 to May 2022

Department of Energy - Los Alamos, New Mexico

- Managed five Supplemental Environmental Projects (SEPs) which required intergovernmental collaboration between federal agencies, state agencies, county governments, and Pueblos
- Coordinated and briefed regulators on project statuses, facilitated extension requests, and acquired project certificates of completion for the Stormwater Engineered Structures SEP and the Sampling and Monitoring SEP
- Provided project management expertise and oversight to contractors in-the-field
- Developed regulatory strategies through coordination with Triad environmental compliance professionals (biological resources, cultural resources, PRSs/SWMUs)
- Obtained \$3.9M in additional funding needed for Intersection SEP (NM 4 & East Jemez Road) and procured grant agreement with New Mexico Department of Transportation to implement the project
- Performed risk-based oversight of a construction project portfolio of \$250M and wrote contract performance input on a trimester basis. Also monitored the cost, scope, and schedule of the preliminary baselines



PNNL FELLOW

June 2016 to July 2017

Pacific Northwest National Laboratory - Los Alamos, New Mexico

- Led interagency efforts to provide four Accord Pueblos in Northern New Mexico with training and equipment to increase their storm water monitoring capabilities
- Supported the U.S. Mission Office in Vienna, Austria before and during the Ministerial Segment of a nuclear security conference at the International Atomic Energy Agency
- Filled knowledge gaps by developing an educational Brown Bag series to help new employees become acquainted with the diverse work within the office and LANL

TRAINING AND CERTIFICATIONS

- Pursuing Department of Energy's Federal Project Director Level 1 certification
- Selected Trainings: Earned Value Management System, Risk-Based Management, Rad Worker II, Project

Management Essentials, Performance-Based Contracting, Managing Contract Changes

- Federal Project Directors Project Management Conference (Albuquerque, 2019)

RELATED DESIGN PROJECT

WETLAND STORM WATER RETENTION STRUCTURE

August 2015 to May 2016

- Worked in a group of five engineering undergraduates to design a storm water retention structure for a public

park in Grand Junction, Colorado. The proposed design of a pond-wetland structure fit with the client's desire

to educate the public about wetlands while also having a system that was able to effectively contain and treat

storm water. The program Hydro CAD was used to determine the size of the pond- wetland system.

RELEVANT COURSEWORK

- Undergraduate: Soil and Water Management, River Restoration, Model and Design of Biological Systems, Strength of Materials, Calculus, Physics, Statistics, Research Methods

COMPUTER SKILLS

Microsoft Office Suite, MATLAB, R Statistical Computing, Adobe Photoshop, and SolidWorks



HEALTH SCIENCES RESUME

Mike Maverick

970-555-5555

mikem2@email.com

Grand Junction, Colorado 81501

Education

Associate of Applied Science - Medical Laboratory Technician

Colorado Mesa University, Grand Junction, Colorado

- AMT Certified Medical Technician
- Excelled in medical coursework, maintaining a 3.9 GPA

Experience

Medical Technician

Community Clinic

February 2022–Present

- Perform complex and basic patient testing in urinalysis, hematology, chemistry, microbiology, blood bank and respirator testing
- Perform and analyze 80+ medical tests per week in serology, hematology, bacteriology, and urinalysis
- Supervise a 5 person chemical sampling team with 96% performance to KPIs
- Maintain 99.9% rate of test result validity as verified in independent QC tests

Medical Technician

Curecanti Health Specialists

June 2020–February 2022

- Performed full range of lab tests, procedures and analysis for diagnosis, treatment and prevention of diseases
- Authored standard operating procedures and performed equipment calibration to ensure 100% accuracy of labs and testing results
- Trained 4 new technologists and assessed team member performance
- Performed 300+ CAP tests in hematology, urinalysis and serology

Student Volunteer

Sunrise Community Organization, Grand Junction, Colorado

May 2019–August 2020

- Assisted in more than 100 minor medical check-ups at nursing home
- Volunteered to maintain and clean medical equipment at local blood bank

Skills:

- Urinalysis
- Serology
- Chemistry Labs
- Microbiology
- Specimen Handling
- Cardiopulmonary Resuscitation (CPR) and First Aide
- Data Analysis
- Customer Service
- Microsoft O



KINESEOLOGY RESUME

Melissa Maverick

Grand Junction, Colorado | (123) 456-7890 | melissa.maverick@email.com

Profile

Occupational Therapist committed to helping patients regain and develop daily living skills and activities. Recently demonstrated success at a major regional hospital, engaging with diverse patients and collaborating effectively with a team of other OTs and OT assistants.

Education & Certifications

Master of Science (MS) – Occupational Therapy

Colorado Mesa University, Grand Junction, Colorado

Coursework and fieldwork focusing on: Assistive Technology | Client Care Management | Effective Patient & Family Relations | Neuroscience | Patient Consult & Assessment | Treatment Planning

Bachelor of Science (BS) – Psychology

University of Pennsylvania, Philadelphia, PA

Certification and License

- National Board of Certification of Occupational Therapy (NBCOT), 2021
- Occupational Therapy License, Colorado, 2021

Professional Experience

Occupational Therapist, October 2021 to Present St Mary's Hospital Grand Junction, Colorado

- Consult patients to understand their condition, priorities, and ongoing challenges
- Set viable treatment plans and activity goals informed by each person's medical history and current ability levels
- Provide case managers with insight and analysis that supports responsible discharge planning
- Offer ideas and suggestions to make patients' home or work environment safer and more conducive to a healthy lifestyle
- Educate patients on the effective use of wheelchairs, walkers, and other durable medical equipment (DME)
- Actively engage with patients' friends, family members, and employers as needed

Additional Experience Server, May 2017 to August 2019 GMS Family Restaurant, Philadelphia, PA

- Maintained high service standards engaging with customers of this popular Italian restaurant
- Quickly built knowledge of an extensive menu with numerous lunch, dinner, and wine options
- Demonstrated strong efficiency, teamwork, and commitment to quality in a fast-paced environment



LANGUAGES, LITERATURE AND MASS COMMUNICATIONS RESUME

Marshall Maverick

(123) 456-7890

marshallmaverick@email.com

Grand Junction, Colorado

Profile

A dynamic Writer with entry-level experience specializing in content writing, editing, blogging, journalism, and marketing. A strong background in crafting compelling articles and blog posts to grow audiences and refine brand messaging.

Education

Bachelor of Arts (B.A.) Writing

Colorado Mesa University, Grand Junction, Colorado

- Lead Editor, Colorado Mesa University Newspaper, 2020 – 2021

Professional Experience

Writer, Maverick Freelance Services, Grand Junction, Colorado

May 2021 – Present

- Write and edit blog posts, web copy, and advertisements for clients across a wide variety of industries, including nutrition businesses, legal firms, marketing services, fitness products, and PR businesses
- Collaborate with clients to discuss project specifications, identify tone and brand voice, and create compelling copy that resonates with target audiences
- Improve web traffic by 20% for an online nutrition website featuring recipes and information on vegan diets using Search Engine Optimization (SEO) strategies

Academic Experience

Academic Projects, Colorado Mesa University, Grand Junction, Colorado

September 2017 – May 2021

- Contributed short stories and poetry to the university literary magazine, and achieved a positive critical response
- Wrote and edited articles for the university newspaper, proofread copy from journalism students, and provided constructive feedback

Key Skills

- Copywriting
- Editing and Proofreading
- Brand Messaging
- Microsoft Office Suite



MATHEMATICS AND STATISTICS RESUME

Malachi Maverick

Grand Junction, Colorado
970-123-4567
mmaverick@email.com

RESUME SUMMARY

Resourceful Math Teacher with 9+ years of experience in teaching math courses to high school and middle school students. Instrumental in devising effective instructional programs, targeting individual learning gaps to meet the needs of at-risk students, and making learning fun for young learners of all ages.

EDUCATION**Colorado Mesa University, Grand Junction, Colorado**

Master of Art in Education in Mathematics

- Honors: *cum laude* (GPA: 3.8/4.0)

Colorado Mesa University, Grand Junction, Colorado

Bachelor of Science in Mathematics

PROFESSIONAL EXPERIENCE**Bookcliffs High School, Palisade, Colorado**

Math Teacher, August 2017–Present

- Teach higher level IB Mathematics, Pre-calculus, Algebra I, Algebra II, and Statistics to different class levels while developing effective plans and learning materials
- Created and implemented math lessons to help prepare at-risk students for high-stake testing, improving final test results by 35%
- Deliver wide-ranging lessons using real-life applications for better understanding of students, enhancing EOG math marks by 50% for one of my algebra classes
- Conducted regular pre, formal, and post-assessments, boosting standardized testing pass rates to 95% for juniors, 85% for sophomores, and 80%+ for freshman

Grand Valley Day School, Grand Junction, Colorado

Math Teacher, July 2015–July 2017

- Provided instruction to 150 students in 25-student classrooms and adapted my teaching style to meet best interest them in the subject matter
- Taught and modified various math courses and materials used in grades six through eight to fulfill the requirement and learning needs of students
- Worked together with other Middle School math teachers to develop robust teaching strategies and guidelines to better inspire students
- Devised and implemented data-driven, long-term goals for 150 students to achieve 85% benchmarks in various high school math courses
- Increased pass rate of students on state test results from 15% to 40%

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, and PowerPoint)
- Bilingual, proficient in English and Spanish



MUSIC RESUME

Marissa Maverick

Grand Junction, Colorado 81501
970-555-5555
marissamaverick@email.com

RESUME SUMMARY

Passionate musician with 8+ years of experience playing in symphony orchestra and opera as both a substitute and regular player. Accomplished violinist, able to play in both formal and informal settings. Experienced in digital composition and track recording. Recipient of both the American University Concerto Competition & American University Symphony Orchestra awards.

EDUCATION

Colorado Mesa University (CMU), Grand Junction, Colorado
Bachelor of Music in Music Performance

PROFESSIONAL EXPERIENCE

2023: Telluride Symphony Orchestra, Telluride, CO (third chair, first violin section)
2023: Rifle Falls Symphony Orchestra Rifle, CO (frequent sub)
2022: Colorado Springs Symphony Orchestra, Colorado Springs, CO (frequent sub)
2022: Denver Symphony Orchestra, Denver, CO (first violin section)
2020 - 2021: Celebrated String Quartet, Glenwood Springs, CO (regular)
2019: Colorado Chamber Orchestra, Northern Virginia (regular)
2018 - 2019: Salt Lake City Symphony Orchestra, Salt Lake City, UT (regular sub)
2018: Recording – “Mozart’s Vigil” soundtrack for Sundance Film Festival (Director Rose Maverick)
2017 – 2019: Frequent freelance work in:

- Maverick Hall Opera Theater
- Palisade Music (recordings)
- Snowmass Choral Society
- Peach String Quartet
- Touch of Woodwinds
- Area college orchestras (regular per-semester engagement with CMU)
- Track recording & mixing

Skills

- Violin
- Opera
- Chamber Orchestra
- Symphony
- Adaptability

AWARDS

- 2022 – Winner, American University Concerto Competition
- 2019 – Concertmaster, American University Symphony Orchestra
- 2018 – Winner, Colorado Federation of Music Clubs: Centennial Music Festival



PHYSICAL AND ENVIRONMENTAL SCIENCES RESUME

Mai Maverick

Grand Junction, Colorado
(970)-555-5555
maimaverick@email.com

Education:

Master of Arts in Education
Colorado Mesa University, Grand Junction, Colorado

Bachelor of Science in Physics
Colorado Mesa University, Grand Junction, Colorado

Highlights of Qualifications:

- Exceptional knowledge of content and a continuing interest in allied sciences
- Knowledge of standard concepts, practices, and procedures of science
- Ability to demonstrate problem solving and decision-making skills
- Excellent classroom management and analytical skills

Professional Experience:

Science Teacher, August 2022 – Present

Advanced Math and Science Academy Charter School, Grand Junction, Colorado

- Implement instructional activities to a climate of meaningful learning experiences
- Encourage the students to be actively engaged in the assigned learning process
- Collaborate with all the peers to improvise instructional upbringing
- Establish cooperative working relationships with students, parents, and staff
- Assume responsibility for meeting specific goals and objectives
- Meet professional responsibility through efficient work habits

Science Teacher, May 2018 – July 2022

Mesa County Valley Public Schools, Grand Junction, Colorado

- Planned assigned program of study in science meeting individual students' needs
- Conducted classroom activities in accordance with the interests and abilities of the students
- Managed to create an environment that is conducive to learning
- Maintained accurate and appropriate standards of classroom behavior
- Established clear objectives for all units, lessons, and projects
- Employed assorted instructional techniques for better learning process



SOCIAL AND BEHAVIORAL SCIENCES RESUME

Matalina Maverick, M.A., NCC

Palisade, Colorado 80000 • (123) 456-0000 • matalina.maverick@email.com

<https://www.linkedin.com/in/matalinamaverick>

EDUCATION

Master of Arts in Counseling,

Concentration in Community Counseling

Northern Arizona University, Flagstaff, Arizona

Bachelor of Arts in Counseling Psychology

Colorado Mesa University, Grand Junction, Colorado

RE

National Certified Counselor in Residence (CO) –

completing supervision hours towards licensure

LICENSU

D EXPERIENCE

Brighter Day Mental Health Center

Grand Junction, Colorado

Counseling Intern

August 2021 – Present

- Counseling individuals and assisting in skill building for adults with severe and persistent mental illnesses, and those with co-occurring substance abuse/use disorders
- Co-Facilitate Therapy Groups: Symptom Management for Anxiety Disorders, Support Group for Women, and Support Group for Teenaged Parents
- Assist clients with case management issues such as creating treatment plans, finding housing, job placement
- Participate in bi-weekly training: Trauma, Bereavement, CBT, and Treating Eating Disorders

Flagstaff Crisis Center

Flagstaff, Arizona

Mental Health Technician

January 2019 – July 2021

- Provided guidance to run away youth, parents and their families dealing with issues of running away
- Completed 40-hour crisis-line certification training
- Consulted with supervisors, staff and other counseling interns regarding cases and resources

MEMBERSHIPS

American Counseling Association, American Mental Health

Counselors Association, Chi Sigma Iota, National Board of Certified Counselors

SKILLS

MBTI & Strong Interest Inventory

Crisis Intervention & Mediation

Case Management

DBT & Social Skills Training

Fluency in Spanish



TEACHER EDUCATION RESUME

Matt Maverick

Fruita, Colorado | maverick2@email.com | 970.123.4567

LICENSURE

Professional Educator License (PEL) Expected May 2024

- Early Childhood Education, birth through grade 3
- Self-Contained General Education, birth through grade 3

EDUCATION

Colorado Mesa University, Grand Junction, Colorado

Bachelor of Arts in Early Childhood Special Education

Overall GPA 3.6 / 4.0; Expected Graduation May 2024

Colorado Mesa University Study Abroad Program, Ireland, Summer 2022

Studied Irish history, culture, and literature, and traveled extensively throughout Ireland

TEACHING EXPERIENCE

Special Needs Teacher Associate

Spring 2021- Present

Valley School, Grand Junction, Colorado

- Worked one-on-one with 1st and 2nd grade students that have a variety of special needs
- Collaborated with all students and teachers in order to assist with comprehension and differentiation
- Served as a mentor and mediator for students with special emotional and behavioral needs
- Assisted students during regular class time in order to ensure their understanding of the daily lesson
- Participated in team meetings in order to collaborate on lesson plans and assess student progress

Student Teacher

August 2023 - Present

Fruita Elementary School, Grade 1, Fruita, Colorado

- Maintained classroom management using a daily bell ringer, solid agenda, prompts and one-on-one check-ins
- Participated in the School Improvement Plan during Professional Development staff meetings
- Collaborated with a translator to communicate with parents about student progress and behavior
- Assessed student learning formally and informally using a variety of assessments and grading rubrics
- Implemented student activities and projects using collaborative and individual learning approaches
- Worked one-on-one after school with special needs students to assist with lesson comprehension



TEACHER EDUCATION RESUME

Meryl Maverick

(123) 456-7890

merylmaverick@email.com

LinkedIn

Portfolio link

Denver, Colorado

Profile

A dynamic actress with five years of experience performing in high-quality musical theater productions. Adept at utilizing improvisation techniques during high pressure-performances. Achieved recognition from local critics for the role of Laurey Williams in Oklahoma! Received vocal training from acclaimed Broadway actress Vera Cosgrove.

Education

Bachelor of Fine Arts in Acting and Directing

Colorado Mesa University, Grand Junction, Colorado

Theater

Oklahoma!	Laurey Williams	Lincoln Park Theater
Rent	Mimi	Grand Valley Theater
The Sound of Music	Maria	Avalon Theater
Avenue Q	Kate Monster/Lucy	Colorado Mesa University

Awards

- Tony Awards Best Actress Nomination, Rent, Mimi, 2019
-

Skills

- Singing
- Musical Theater
- Dancing
- Improvisation
- Character Acting