

Caylen J. Groen

115 E. Monroe St Apt B • Rapid City, SD 57701 • (605) 890-1458 • cjgroen1@gmail.com

OBJECTIVE To obtain a position as a Web Designer or Graphic Design Artist.

EDUCATION Black Hills State University • Spearfish, SD
Bachelor of Arts, Mass Communication • December 2008
Senior standing as of Spring 2007

HONORS & AWARDS
Honors include: Edgemont Order of Oddfellows Scholarship, United Methodist Church Scholarship, and Community Service Day Award.

ACTIVITIES Edgemont Order of Oddfellows, United Methodist Church Member, Intramural sports including basketball, softball, and volleyball • BFACC COED Volleyball Champions.

COMPUTER SKILLS
Microsoft Word, Microsoft Power Point, Microsoft Excel, Adobe InDesign, Adobe Illustrator, Quark Express, and Adobe Photoshop.

RELEVANT COURSES COMPLETED
Introduction to Mass Communication, Fundamentals of Desktop Publishing, Basic Newswriting, Media Law, Mass Media Issues, Intermediate and Advanced Desktop Publishing, Newspaper Practicum, Web Design, and Technical Communications.

WORK EXPERIENCE
Borders Bookstore • Rapid City, SD
Barista • May 2006 – Present
Documented delivery of accurate, efficient customer service while maintaining an appealing environment, and have achieved coffee bean expert rating.

Edgemont Herald Tribune • Edgemont, SD
Page Layout/Writer/Intern • May 2005 – August 2005
Contributed Edgemont Newspaper material, participated in the creative design of page layout and media writing skills, expressed creative thinking among employees, and adapted well to each assignment given.

LANGUAGE SKILLS
Speak, write, and read English fluently.

HOBBIES Favorite hobbies include: reading, writing, hiking, athletic training, running, basketball, volleyball, softball, interior decorating, and hanging out with friends.

REFERENCES Available upon request.

