



Ann Smith

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 1234 N. Main St.
 Denver, Colorado 80202
 Tel: 303-555-1234
 Email: annsmith@xyz.com

Personal Details
 Age: 32
 Height: 5'6" (168cm)
 Weight: 130lb (60kg)
 Hair: Brown, Eyes: Blue

PROFESSIONAL SUMMARY To secure a position in International Marketing / Export Sales for a leading organization.

2012 - Present
 ABC Corp. - Denver, CO

2010 - 2012
 XYZ Inc. - Denver, CO

2008 - 2010
 PQR Ltd. - Denver, CO

2006 - 2008
 STU Corp. - Denver, CO

2004 - 2006
 VWX Group - Denver, CO

2012 - Present
 Senior Sales Executive
 Manage a team of 10 sales representatives and coordinate all international sales activities. Exceeded sales targets by 150% in 2013.

2010 - 2012
 Sales Executive
 Managed a portfolio of 25 international accounts. Increased sales volume by 20% year-over-year.

2008 - 2010
 Sales Representative
 Provided exceptional customer service and support. Awarded 'Top Performer' status for 3 consecutive years.

2006 - 2008
 Sales Associate
 Assisted in the development and execution of sales strategies for key markets. Maintained high customer satisfaction scores.

2004 - 2006
 Sales Support
 Provided administrative support for the sales department. Streamlined processes and improved efficiency.

EDUCATION
 Bachelor of Business Administration (BBA)
 University of Colorado, Denver, CO | 2003 - 2007

ADDITIONAL SKILLS

- Fluency in Spanish
- Advanced Microsoft Office (Excel, PowerPoint)
- Strong negotiation and communication skills
- Ability to work in a fast-paced, high-pressure environment

LANGUAGES
 English (Native), Spanish (Fluent), French (Intermediate)

Ann Smith

Accounting Student

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 Email: annsmith@xyz.com

Personal Details
 Age: 32
 Height: 5'6" (168cm)
 Weight: 130lb (60kg)
 Hair: Brown, Eyes: Blue

PROFESSIONAL SUMMARY Seeking a position in Accounting / Finance for a leading organization.

2012 - Present
 ABC Corp. - Denver, CO

2010 - 2012
 XYZ Inc. - Denver, CO

2008 - 2010
 PQR Ltd. - Denver, CO

2006 - 2008
 STU Corp. - Denver, CO

2004 - 2006
 VWX Group - Denver, CO

2012 - Present
 Accounting Student
 Completed coursework in Accounting, Finance, and Taxation. Maintained a GPA of 3.8.

2010 - 2012
 Internship - Finance Department
 Assisted in financial reporting and analysis. Gained practical experience in budgeting and forecasting.

2008 - 2010
 Internship - Accounting Department
 Supported senior accountants in the preparation of financial statements. Developed strong attention to detail.

2006 - 2008
 Internship - Tax Department
 Assisted in the preparation of tax returns for various clients. Gained insight into tax law and regulations.

2004 - 2006
 Internship - Audit Department
 Performed audit procedures on various accounts. Developed strong analytical and problem-solving skills.

EDUCATION
 Bachelor of Science in Accounting (BSA)
 University of Colorado, Denver, CO | 2003 - 2007

ADDITIONAL SKILLS

- Advanced Microsoft Office (Excel, Word)
- Strong analytical and problem-solving skills
- Attention to detail and accuracy
- Ability to work in a team environment

LANGUAGES
 English (Native), Spanish (Intermediate), French (Basic)



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Chao Zhang



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Kick Start Your Career Lee Smith, John van Genderen, 2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market [IC3: Internet and Computing Core Certification Computing Fundamentals Study Guide](#) Ciprian Rusen, 2015-04-22 Test how well you know your way around a computer for the IC3 exam IC3 Internet and Computing Core Certification Computing Fundamentals Study Guide is your ideal study guide to focus on the Computing Fundamentals exam module in preparation for the IC3 exam This book covers hardware software peripherals operating systems and basic troubleshooting presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test practice questions and videos Readers also gain access to electronic flashcards and the chapter files needed to complete the exercises in the book This guide focuses on the Computing Fundamentals module helping you test your skills and solidify your understanding in preparation for the exam Review the various hardware components essential to the computer Understand which peripherals are crucial and which are nice to have Brush up on basic troubleshooting for common minor issues Master your operating system and fundamental software When you are serious about certification IC3 provides the practice that inspires self confidence **IC3: Internet and Computing Core Certification Global Standard 4 Study Guide** Ciprian Adrian Rusen, 2015-04-23 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there is still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification

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strengths and experiences without sounding like bragging You ll learn how to determine what to include on your resume for great results develop your unique experiences into powerful resume content follow a foolproof process for creating a resume that works and write outstanding cover letters in just minutes *The Complete Guide to Public Employment* Ronald L. Krannich,Caryl Rae Krannich,1995 **Editor & Publisher** ,1918 Special features such as syndicate directories annual newspaper lineage tabulations etc appear as separately paged sections of regular issues **Country Guide and Nor'west Farmer** ,1926 *Guide to Internet Job Searching* Margaret F. Dikel,Frances E. Roehm,2006 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper

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