

John Doe

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LINKEDIN URL
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EDUCATION

Institution: University of X

March 2015 – June 2019

Degree: BA in Information Systems and International Relations.

- **Relevant Courses:** Principles of International Business – SME Internationalisation – Systems Analysis – Management of IT Projects – Information Systems Strategy – Business Process Design – User Experience Design – Social and Interactive Media – Introduction to International Relations.
- **International Leadership Programme:** Designed to develop your leadership potential, advance your knowledge, build your global competency and enables you to think critically about the leadership challenges in world affairs.

SKILLS

- **Quality Assurance/Control:**
 - Worked with a large number of systems, reports and tools within the Ministry for the Environment involving numerous different quality control activities.
- **HTML & CSS:**
 - Has been used in all of my web-based projects; both in and out of university.
- **Troubleshooting:**
 - I emphasise an unmatched ability to troubleshoot technical issues through documentation, research and subsequent analysis to find the root cause and ultimately a solution.
- **Customer Service/Support:**
 - In-person, over the phone, through email and other digital avenues. - Required a constant professional and approachable manner.
- **Systems Analysis:**
 - Selection of appropriate techniques for problem definition and information systems analysis.
 - Application of the different SDLC strategies (Waterfall and Agile).
 - Documentation of business system requirements.

WORK EXPERIENCE

Organisation: Ministry of X

7th January 2019 – 15th March 2019

Role: Summer Internship – Quality Control Analysis

Location: X, Y

- Contributed to the development and review of the Annual National Greenhouse Gas Inventory report (1990-2017) under the guidance of the Intergovernmental Panel on Climate Change Good Practice Guidance (IPCC). Found here: [LINK](#)
- Quality control checks of the Ministry for the Environment's online emissions tracker tool. Found here ([LINK](#)) and for the Ministry's newly developed 'Measuring Emissions Guide: A

Reddit Pro Resume Template Review

Puja Mehta



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