# Curriculum Vitae of John Doe

## Personal Information

Full Name: John Doe

ID Number: 9001015800087

Phone: +27 72 345 6789

Email: johndoe@email.com

Address: 123 Main Street, Johannesburg, South Africa

LinkedIn: linkedin.com/in/johndoe

## Education

**University of Johannesburg**  
Bachelor of Commerce in Information Systems  
Graduation Year: 2024

**Matric - Parktown High School for Boys**  
NSC Certificate - Completed in 2019  
Subjects: Mathematics, Physical Sciences, IT, English, Life Orientation

## Work Experience

**IT Support Intern - Standard Bank South Africa**  
January 2023 - December 2023  
- Assisted with software and hardware troubleshooting.  
- Provided technical support for employees across branches.  
- Maintained the internal database and helped with security updates.

**Administrative Assistant - Johannesburg Municipality**  
March 2022 - December 2022  
- Assisted with documentation processing and filing.  
- Coordinated meetings and took minutes.  
- Provided customer support for municipal services.

## Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)  
- SQL & Database Management (MySQL, PostgreSQL)  
- Java & Python Programming  
- Network Troubleshooting & IT Support  
- Time Management & Problem-Solving

## Certifications

- CompTIA A+ Certification (2023)  
- Google IT Support Professional Certificate (2022)  
- Agile & Scrum Fundamentals (2024)

## Languages

- English (Fluent)  
- isiZulu (Intermediate)  
- Afrikaans (Basic)

## References

Available upon request.