

Name	XYZ		
Job	Developer		
Language Skills	Bilingual (English/Spanish)		
REFERENCES:	Available Upon Request		
COMMUNITY SERVICE:	Advertising Coordinator, The Vue (20xx to present) Bellevue University Student Newspaper		
EDUCATION:	BS in Business Administration with Marketing Emphasis Bellevue University, Bellevue, NE Expected Graduation Date: June, 20xx GPA to date: 3.56/4.00		

Other skills

Work Ex	Activities
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	Experienced business professional with a solid academic background and a demonstrated commitment to providing high quality customer service; described as a "take charge" person with exceptional communication and human relations skills; proficient in the use of MS Office (Word, Excel, PowerPoint) with basic knowledge of PeopleSoft.
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This is a sample pdf.