



# John Doe

## Junior Executive

### PROFILE

Business Administration.  
I consider my self a  
responsible and orderly  
person.

I am looking foward for  
major experience to  
reinforce my skills.

### LANGUAGE

- English
- Germany (basic)
- Spain (basic)

### CONTACT ME

(646) 480-6649

info@johndoe.site.com

778 Locust View Drive  
Oakland, CA

### SKILLS

- Spreadsheet.
- Text processor.
- Slide resentation.
- Conceptualization & Copywriting.

### EDUCATION

2012-2015

#### **Buckley Lane University**

Business Administration career, in  
progress.

2007-2011

#### **Basil Hailward College**

Business Administration career, in  
progress.

### VOLUNTEER EXPERIENCE

#### **Wotton Company**

Participation in collections to  
distribute in low-income schools.