John Doe

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Anytown, USA 12345

555-555-5555

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Objective:

A highly motivated and organized individual with 3 years of experience in customer service seeking a position in project management.

Education:

- Bachelor of Science in Business Administration, Any University, Anytown, USA (2015-2019)

- Completed coursework in project management and leadership

Experience:

Customer Service Representative

ABC Company, Anytown, USA (2019-2022)

- Responded to customer inquiries via phone and email

- Resolved customer complaints and concerns

- Provided technical support

- Trained new employees

Project Manager Intern

DEF Company, Anytown, USA (2018-2019)

- Assisted in creating project plans and timelines

- Coordinated with team members to ensure project completion

- Monitored project progress and made adjustments as necessary

- Conducted research and gathered information for project reports

Skills:

- Strong communication and problem-solving skills

- Experience with project management and leadership

- Proficient in Microsoft Office Suite

- Strong time management and organization skills

- Ability to work well in a team environment