GOND SHAILESH SHIVAJI Student **DUCATION** Business Administration student. I consider my self a responsible and orderly person. I am looking foward for my first work experience. MILEMORA UNIVERSITY Business Administration career, in BRAYERSHIRE COLLEGE 2017-2021 **LANGUAGE** Native English. Advanced spanish. > COMPUTER SKILLS Text processor. 23 Anywhere St., Any city, State, Country 12345 Spreadsheet. Slide presentation. > VOLUNTEER EXPERIENCE VELVERAL FOODS INC. Participation in collections to distribute in low-income schools.