

John Smith

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Summary

I am a friendly and motivated professional who enjoys solving problems and helping people. I work well with others and stay calm under pressure. My goal is to grow in a team where I can learn new skills and make a positive impact.

Experience

I worked as a customer service assistant for three years. I helped clients with questions, tracked orders, and made sure they were satisfied with their experience. I also supported my coworkers and helped train new employees.

Education

I earned a bachelor's degree in business management from Greenfield University. During my studies, I completed group projects and learned about teamwork, communication, and leadership.

Skills

I have strong communication skills and basic computer knowledge. I am comfortable using Microsoft Office, managing email, and learning new software.

Interests

I enjoy reading, hiking, and volunteering in my community.