**James S. Austin**

New York, New York /+11111111111111111  
[james.s.austin@mail.com/](mailto:james.s.austin@mail.com/) LinkedIn

**Education**

**UNIVERSITY NAME** *City, Country*

*fgiasfhaofhua*

*Master’s degree in ……. Month 2019 – Month 2021*

**UNIVERSITY NAME** *City, Country*

*Bachelor’s degree in ……. Month 2019 – present*

**WORK EXPERIENCE**

**COMPANY 4** City, Country

*Position Month 2020 – Month 2023*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**COMPANY 3** City, Country

*Position Month 2019 – Month 2020*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**COMPANY 2** City, Country

*Position Month 2018 – Month 2019*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**COMPANY 1** City, Country

*Position Month 2017 – Month 2018*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**Skills**

* Proficiency in Adobe Creative Suite, Microsoft Office Suite and Canva.
* Ability to conduct business and marketing analysis for small businesses.
* Native English, Fluent Spanish, Intermediate French.
* Communication, Leadership and Public Speaking.
* Capability to conduct workshops and webinars.
* Customer Service, Sales, Negotiation, Lead Generation.

**MARY J. AUSTIN**GRAPHIC DESIGNER | ILLUSTRATOR | WEB DESIGNER

New York, New York

Maryjautin@mail.com

+11111111111111111  
LinkedIn

**WORK EXPERIENCE**

**Position name *Remotely***

*Company Name Month year – month year*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**Position name City, Country**

*Company Name Month year – month year*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**Position name City, Country**

*Company Name Month year – month year*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**Position name City, Country**

*Company Name Month year – month year*

* Managed multiple projects simultaneously while ensuring high-quality deliverables.
* Demonstrated problem-solving skills by resolving issues in a timely and efficient manner.
* Contributed to the development of innovative marketing strategies that increased revenue.
* Conducted research on industry best practices to stay up-to-date with the latest developments.

**EDUCATION**

**SCHOOL/UNIVERSITY City, Country**

Degree/Certificate*Month year – month year*

**SCHOOL/UNIVERSITY City, Country**

Degree/Certificate*Month year – month year*

**HARD SKILLS SOFT SKILLS**

* Storyboarding, Illustration & Character Design
* Branding, Photo Retouching & Video Editing
* Content Development for Social Media Networks
* Microsoft Office Suite
* Fluency in Ukrainian, High Intermediate in English
* Illustrator, Photoshop, After Effects, InDesign
* Creativity, Empathy, Resourcefulness, Adaptability
* Communication, Storytelling, Public Speaking
* Work Ethic, Teamwork, Leadership
* Conflict Resolution & Problem Solving

James R. Parker

Country, city

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**Employment History**

**PA to Personnel Manager Location**

*Company Name April 2011 – Present*

* Implemented a change of stationery supplier, reducing costs by 20%
* Devised and implemented a new filing and indexing system for files
* Dispatched health and safety information and posters for the whole company
* Typing correspondence, creating presentations, and creating meeting minutes

**PA to Personnel Manager Location**

*Company Name April 2011 – March 2023*

* Implemented a change of stationery supplier, reducing costs by 20%
* Devised and implemented a new filing and indexing system for files
* Dispatched health and safety information and posters for the whole company
* Typing correspondence, creating presentations, and creating meeting minutes

**PA to Personnel Manager Location**

*Company Name April 2010 – April 2011*

* Implemented a change of stationery supplier, reducing costs by 20%
* Devised and implemented a new filing and indexing system for files
* Dispatched health and safety information and posters for the whole company
* Typing correspondence, creating presentations, and creating meeting minutes

**Education**

**College Name/University Name Location**

*Degree Name April 2012 – December 2020*

**College Name/University Name Location**

*Degree Name April 2012 – December 2020*

**Key Skills**

* 80 words per minute typing
* Proficiency in Microsoft Office Programs
* Excellent communication skills, both written and verbal
* Accredited member of APA (Association of Personal Assistants)
* Fully qualified first-aider
* Leadership, Public Speaking, Teamwork

**Mary J. Ann**

Paris, France

+337000000000

maryjann@mail.com

**WORK EXPERIENCE**

**COMPANY CITY, COUNTRY**

*Personal assistant June 2019 – September 2021*

* Present and sell products/services using solid arguments to existing and prospective customers.
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
* Establish, develop and maintain positive business and customer relationships.
* Reach out to customer leads through cold calling.
* Achieve agreed upon sales targets and outcomes within the schedule.

**COMPANY CITY, COUNTRY**

*Personal assistant June 2019 – September 2021*

* Present and sell products/services using solid arguments to existing and prospective customers.
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
* Establish, develop and maintain positive business and customer relationships.
* Reach out to customer leads through cold calling.
* Achieve agreed upon sales targets and outcomes within the schedule.

**COMPANY CITY, COUNTRY**

*Personal assistant June 2019 – September 2021*

* Present and sell products/services using solid arguments to existing and prospective customers.
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.
* Establish, develop and maintain positive business and customer relationships.
* Reach out to customer leads through cold calling.
* Achieve agreed upon sales targets and outcomes within the schedule.

**EDUCATION**

**UNIVERSITY/SCHOOL/ACADEMY** **CITY, COUNTRY**

*Degree October 2020 – Present*

**UNIVERSITY/SCHOOL/ACADEMY** **CITY, COUNTRY**

*Degree March 2013 – May 2014*

**SKILLS**

* Proficiency in Adobe Creative Suite, Microsoft Office Suite and Canva.
* Ability to conduct business and marketing analysis for small businesses.
* Native English, Fluent Spanish, Intermediate French.
* Communication, Leadership and Public Speaking.
* Customer Service, Sales, Negotiation, Lead Generation.