

# John Doe

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## EDUCATION

- **Noname University:** 2012 – 2016 (expected)
  - Major: English
  - Minor: Anthropology
  - GPA: 3.9/4.5
- Noname Highschool  
2008 – 2012

## WORK EXPERIENCE

- **English Learning Institute, Noname National University:** January – March 2015  
*Intern*
  - Supported English instructors in the classroom with children ages 12-15
  - Assisted in curriculum development for winter English program
- **Starbucks:** January – November 2014  
*Barista*
  - Created coffee drinks and completed customer's orders
  - Practiced customer service with a high level of customer satisfaction
  - Performed cleaning duties at the end of day
- **MacDonald's:** March 2013 – January 2014  
*Cashier*
  - Fulfilled customer's orders, promoted customer satisfaction
  - Worked the cash register, assisted in counting cash and making change

## VOLUNTEER EXPERIENCE

- **Noname Food Bank:** July – September 2014  
*Volunteer*
  - Assisted in packing boxes for senior food program
  - Served hot meals on Sundays to the homeless
  - Worked on a team to coordinate fundraising events

## SKILLS

- Language
  - Korean: Native
  - French: Fluent
  - English: Conversational (TOEIC 610)
- Computer
  - Proficient in MS Word, Powerpoint, and Excel
- CPR/First Aid certified