

SAMPLE RESUME

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Sara Doe

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Objective:

Looking for an internship position with an American company that will continue to develop my organizational and administrative skills as well as my English abilities.

Education:

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| Kaplan International Centers <ul style="list-style-type: none">• Intensive English language study | La Jolla, CA
Oct 2009 - Present |
| Panthéon La Sorbonne University <ul style="list-style-type: none">• Master's Degree in Corporate Law | Paris, France
2005 |

Employment:

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| XYZ Foundation, Non-Profit organization
Volunteer Paralegal Assistant <ul style="list-style-type: none">• Created a database of information for new and existing clients.• Greeted and interviewed prospective clients concerning their legal situation.• Prepared appeal documents, reports and administrative letters.• Gave instructions to clients regarding paths to meet their goals. | Paris, France
Dec 2008 – Jun 2009 |
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| Penelope Agency
Receptionist <ul style="list-style-type: none">• Answered all client phone inquiries using a multi-line phone system.• Managed all incoming and outgoing mail.• Responsible for creating accident and mechanic reports and new business cards.• Handled all meeting room and guest parking issues. | Paris, France
Oct 2006 – Sept 2008 |
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| Tel-First Performance
Telephone Sales Operator <ul style="list-style-type: none">• Received incoming phone calls and gave telephone information to customers.• Sold and upgraded customers' mobile packages. | Madrid, Spain
Dec 2005 – Apr 2006 |
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| Action Enterprise Informatique
Marketing Assistant <ul style="list-style-type: none">• Arranged business-to-business meetings.• Updated and maintained customer files.• General clerical work. | Paris, France
Feb 2005 - July 2005 |
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| Chez Antoine
Restaurant Crew Member <ul style="list-style-type: none">• Managed daily inventory and supplies.• Prepared sandwiches and handled cashier transactions. | Nice, France
Sep 2002 – Jan 2004 |
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Special Skills/Accomplishments:

- **Languages:** French (native speaker), English (advanced level) & Spanish (advanced level)
- **Computer Skills:** Proficient in all Microsoft Office & Adobe Acrobat
- **Awards:** Received award for "Excellence in Customer Service" while employed with Penelope Agency (May 2007)