

**SAMPLE RESUME**

1111 Torrey Pines  
La Jolla, CA 92037

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

**Employment:**

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