

Read the following Curriculum Vitae, then answer the questions.

#### Personal Information

- **Name:** John Doe
- **Address:** 1234 Elm Street, Springfield, IL
- **Phone:** (555) 123-4567
- **Email:** johndoe@email.com
- **LinkedIn:** linkedin.com/in/johndoe



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#### Objective

Motivated Business Administration graduate with strong communication and time management skills seeking a dynamic role where I can apply my skills and grow professionally.

#### Education

##### Bachelor of Business Administration

- **University of Springfield, Springfield, IL**
- **Graduation Date:** May 2024
- **Key Courses:** Marketing, Leadership, Finance, Business Strategy, Project Management
- **GPA:** 3.8/4.0

#### Skills

- **Time Management:** Highly organized, able to manage multiple tasks efficiently.
- **Communication:** Strong verbal and written communication skills.
- **Teamwork:** Collaborative and effective in team environments.
- **Problem-Solving:** Ability to analyze issues and come up with solutions.
- **Languages:** Fluent in English, intermediate Spanish (B1 level).
- **Software:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite, Salesforce.

#### Experience

##### Intern, Marketing Department

- **ABC Corp, Springfield, IL**
- **June 2023 – August 2023**
- Assisted in developing marketing strategies, including social media campaigns and content creation.
- Conducted market research and analyzed competitor data.
- Coordinated promotional events and communicated with clients.
- Developed presentations for the management team.

##### Customer Service Assistant

- **XYZ Retail, Springfield, IL**
- **March 2022 – May 2023**
- Provided customer support via phone and email, resolving inquiries and issues.
- Maintained accurate records of customer interactions and transactions.
- Helped with inventory management and ensured store displays were organized and appealing.

#### Certifications

- **Certified in Digital Marketing** – Coursera (2023)
- **French B2 certificate** – Fundatec (2021)
- **Basic Spanish Language Certificate** – Duolingo (2022)

#### Volunteer Work

##### Volunteer, Food Bank of Springfield

- **January 2022 – Present**
- Assisted in organizing food drives and packing food for distribution.
- Worked with teams to ensure the timely delivery of services to families in need.

#### Hobbies & Interests

- Enjoys hiking, reading business books, and playing chess.
- Actively involved in community service and charity events.

**Answer these questions**

**1. What is John Doe's highest level of education?**

- A) Master of Business Administration
- B) Bachelor of Business Administration
- C) Associate Degree in Business

**2. In which company did John complete his internship?**

- A) XYZ Retail
- B) ABC Corp
- C) Food Bank of Springfield

**3. Which of the following activities was part of John's marketing internship?**

- A) Training new employees
- B) Managing store displays
- C) Developing social media campaigns

**4. Which software is John familiar with?**

- A) AutoCAD and Photoshop
- B) Microsoft Office and Salesforce
- C) SPSS and Tableau

**5. Which statement best reflects John's professional goal?**

- A) He aims to work in a role that helps him practice public speaking.
- B) He seeks a position that allows him to apply his skills and grow professionally.
- C) He wants to continue studying for a master's degree immediately after graduation.

**6. Which of the following best demonstrates John's analytical ability?**

- A) Coordinating promotional events
- B) Conducting market research and analyzing competitor data
- C) Writing email responses to customers

**7. What evidence in the CV suggests that John can manage both academic and work responsibilities effectively?**

- A) His participation in volunteer work while completing his degree
- B) His GPA of 3.8/4.0 and leadership experience at university
- C) His fluency in English and intermediate Spanish level

**8. Based on his experience and skills, in which area might John be most competitive for employment?**

- A) Customer relations and marketing communication
- B) Finance and accounting management
- C) Technical computer programming

**9. Why might John's bilingual ability be valuable in his future career?**

- A) It allows him to manage international financial data.

B) It helps him communicate with a wider range of clients and customers.

C) It improves his pronunciation for presentations in English.

**10. Which element of his CV best shows evidence of leadership or initiative?**

A) Coordinating promotional events during his internship

B) Completing university with a high GPA

C) Taking a course in digital marketing

**11. If an employer values adaptability and learning new tools, which part of the CV supports that John meets this profile?**

A) His ability to balance work, studies, and volunteering

B) His certifications and software skills across different platforms

C) His fluency in English and involvement in charity events