

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



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.

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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