

JAMES SMITH

POSTGRADUATE STUDENT

SUMMARY

Future Graduate who passionately learns and seeks corporate experience to apply the skills learned through educational knowledge and to transform his skills into competence goals.

CONTACT

✉ info@resumekraft.com

☎ +1-202-555-0114

📍 Charlotte, North Carolina

🌐 linkedin.com/in/james

LANGUAGES

English

German

Spanish

French

ACADEMIC EDUCATION

Massachusetts Institute of Technology

Sep 2019 - Present

Postgraduate degree

Master of Arts in Business Administration

Columbia University

Sep 2015 - Jun 2018

Undergraduate degree

Bachelor of Arts in Business and Economics

Major in Business

PERSONAL INFORMATION

Full Name: James Smith

Address: +1 202 555 0114

Date of Birth: 10th May 2001

Gender: Male

Nationality: America

EXPERIENCE

United Insurance Ltd. Sep 2018 - Present

- Underwriting
- Credit and risk assessment
- Key-Account-Management

JC Interiors Ltd. Feb 2018 - Aug 2018

- Sales and customer service
- SEO marketing
- Outbound logistics

News Hunt Ltd. Feb 2016 - Oct 2018

- Editorial assistant
- Manuscript check
- Correspondence between author and scientific advisory board

Martin Porter Sep 2017 - Feb 2018

- Night Porter
- Daily statement
- Check-in / Check-out

Marush Service Jun 2016 - Sep 2016

- Founder and Managing Director
- Simple services
- Network planning

COMPUTER SKILLS

Microsoft Office Package and iWork

Manuscript Manager

MICROS Fidelio SUITE 8

INTERESTS

Swimming

Crossfit

Poker

Antiquities

Arts