**John Doe**

123 Main Street, Toronto, A1B2C3

123-456-7890 | [John.doe@gmail.com](mailto:John.doe@gmail.com)

**CAREER OBJECTIVE**

Business undergraduate with 3.5 GPA and willingness to learn and support business operations, interested in a “**job title that you are applying for**” in “**Name of the company**”. Coming with goal-oriented mindset and the ability to work effectively in a team-oriented environment, as well as great interpersonal communication skills to relate with teammates and others.

**EDUCATION**

Sheridan College, Toronto **DIPLOMA**

Business Administration, *2021*

* Process and maintain financial records in compliance with relevant policies, procedures and regulations for individuals and/or organizations.
* Analyze financial reports for individuals and/or organizations by applying financial mathematics and statistics.
* Develop, implement and co-ordinate marketing strategies to promote financial products and services and to enhance customer service.

**PROFESSIONAL SKILLS**

* Awesome customer service skills
* Excellent time management skills and the ability to prioritize work.
* Attention to detail and problem-solving skills.
* Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular)

**EXPERIENCE**

**Team Member**

McDonalds Restaurant Limited, *Brampton* Feb 2018-Oct 2018

* Taking accurate food orders
* Partnering with other Crew and Managers to meet target goals during your shift
* Restaurant Cleanliness
* Ensuring items are well stocked.

**REFERENCES**

Name

Title

Company

Phone

Email

Name

Title

Company

Phone

Email