

John Doe
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Emphasized Skills:

- HTML and CSS
- Computer programming
- Customer service
- Auto body repair
- Database spreadsheet
- Microsoft Office
- Volunteer experience
- Community organization

Experience:

Freelance Computer Repair Shop

Oct. 2014 - present

Computer repair, program writer, web site creation, editing, and marketing assistance.

Part time mechanic

May 2010 – May 2012

Main duties included repaired, painted, general maintenance and detailing of various vehicles. Tracked payments and invoicing, customer service and phone calls, inventory of parts, and ordering specialty items as needed.

Education:

My High School, Omaha, NE, Graduation May, 2010

My College, Kansas City, MO, AA May, 2012

Awards:

2011: Employee of the year

2012: Dean's honor, GPA society, and college editor achievement certificate

2014: Volunteer achievement

Additional Information:

After graduation in 2012, I spent two years in Norway with a not for profit organization helping restore abandoned buildings as a neighborhood rehabilitation project. Within those two years I advanced to on site project manager. I am a self-taught HTML and CSS code writer and have created web sites and code on a volunteer basis.