

CV

FIRSTNAME LASTNAME



 Birthday 5th January 1982 in London
 Address 1 Kennington Rd
London, SE11 6HR
 Phone +44 20 1111 1111
 Email firstname@lastname.co.uk

CAREER

seit 11/2016	Another Challenge Ltd. Team assistant <ul style="list-style-type: none">• Overview of key responsibilities• Skills, experience and achievements
05/2014 - 10/2016	Second Step PLC Personal assistant <ul style="list-style-type: none">• Overview of key responsibilities• Skills, experience and achievements
01/2012 - 02/2014	First and One Ltd. Intern in marketing <ul style="list-style-type: none">• Overview of key responsibilities• Skills, experience and achievements

EDUCATION

10/2007 - 10/2011	London School of Economics BSc Management <ul style="list-style-type: none">• Emphasis in Marketing and Management
09/2004 - 07/2007	Example Company Limited Apprenticeship as office clerk <ul style="list-style-type: none">• Scope of training, experience and achievements

SKILLS AND INTERESTS

Language skills	English: native speaker Spanish: fluent
Computer skills	Working knowledge: MS Office Basic knowledge: Adobe Photoshop
Interests	Reading, Sports (Football) and Running), Travelling

London, 1st January 2023