

James Smith

Personal Details

Address	85 Newberry St., Apt. 5A Colfield, PA, 040335	Date of Birth	11.20.91
		Telephone	(607) 444 4444
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Education

Oct. 2012 – May 2016	Istanbul Technical University Istanbul, Turkey	BS Business Management
Sept. 2009 – May 2012	South Colfield H.S. PA, USA	Honors and AP classes

Work Experience

Sept. 2013 – Jan. 2014	LM Bloc Intern Istanbul, Turkey	<ul style="list-style-type: none">• Carried out administrative tasks.• Created project proposal.• Conferred with clients.• Assisted in implementation of action plan.
Sept. 2013 – May 2013	Erasmus Program Part-time staff Istanbul, Turkey	<ul style="list-style-type: none">• Carried out administrative tasks.• Created databases and worked with confidential student data.• Assisted foreign students with adaptation to new culture.

Skills

Languages	German	<ul style="list-style-type: none">• Oral – Expert• Reading – Expert• Written – Intermediate
Computer	Microsoft Office AutoCad	<ul style="list-style-type: none">• All programs – Expert• Advanced

Objective

I am looking for an entry-level position in one of the USA's leading advertising companies.

References

Name: Dr. Paul Paulson
Business Professor

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