ALEX JOHNSON

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PROFESSIONAL SUMMARY

Motivated recent graduate with strong communication, organization, and computer skills. Eager to learn, contribute to a team, and develop professional experience in an entry-level position.

EDUCATION

Bachelor of Business Administration 2022–2026
BORCELLE UNIVERSITY

SKILLS

- Communication and teamwork
- Microsoft Word and Excel
- Time management
- Problem-solving
- Data entry

ACADEMIC PROJECTS

Student Research Project

- Collected and organized information for a class project.
- Prepared a report using Microsoft Word.
- Presented findings to classmates.

CERTIFICATIONS

- Microsoft Excel Basics — Online Course
- Introduction to Digital Skills — Online Course

LANGUAGES

- English
- Spanish
- Chinese