

Hints for specific situations

Considering a Career in Academia.

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WILLIAM JORDAN

EDUCATION AND QUALIFICATIONS

excellence. Year 13 Subjects: Maths,

KEY SKILLS / COMPETENCIES

Interpersonal Skills

Working at Coffee Culture and McDonalds developed excellent customer

RELEVANT ACADEMIC PROJECTS

the identified company could implement to achieve sustainable development



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Career Objective

drawing upon technologies to enhance how a world-class law firm

Education

Major subjects: Law and Japanese

NCEA Levels 1, 2 and 3 endorsed with excellence

Achievements

Achievement Skills

- accomplished
- achieved
- awarded
- commended
- established
- expanded
- implemented
- improved
- increased
- initiated
- overcame
- procured
- produced
- received
- secured
- set up
- succeeded

Clerical or Detail Skills

- approved
- arranged
- catalogued
- checked
- classified
- collated
- collected
- compiled
- corrected
- detailed
- dispatched
- distributed
- documented
- enforced
- executed
- expanded
- filed
- generated
- implemented
- inspected
- located
- managed
- monitored
- operated
- ordered
- organised
- placed
- prepared
- processed
- purchased
- reconciled
- recorded
- reduced
- reported
- retrieved
- revamped

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