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|  | BELLA NOAH |  |
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|  | Creative IT Professional |  |
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| Personal Statement | |  |  | Info | | | | | | | | | |
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|  | Write your personal statement here. It can be brief and simple. This template is fully editable so that each text can be changed. If you are pasting text from other sources then try to keep the destination formatting to avoid any problems in the formatting.  For more such professional templates please keep visiting the website www.yourdomain.com, We will be uploading a lot more modern-looking templates soon… |  |  | APRIL 00, 1999  +0 123 456 456 0  info@yourdomain.com  Twitter.com/username  facebook.com/username | | | | | | | | | |
|  | |  |  |  | | | | | | | | | |
| Experience | |  |  | Professional Skills | | | | | | | | | |
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|  | **Head of Typesetting Department @ Example Dept. (My Company)**  2018 – 2022   * Responsible for making books ready for commercial printing or DTP. * Standardizing manuscripts in more than 30 languages. * Creating e-books for online publishing. * Incorporating corrections in documents to keep them up-to-date. * Collaboration with the relevant departments/persons. * Making various types of templates in Ms. Word & Excel. * Transcribing documents in multiple languages. * Reporting the projects details to HOD.   **Freelancer @ Upwork.com (World’s #1 Outsourcing Platform)**  2018 – 2022   * 100+ successfully completed projects! * Great feedbacks, 100+ testimonials with 95% job success. |  |  | Microsoft® Office Suite | | | | | | | | | |
|  | | | | | | | |  |  |
| DTP (Desktop Publishing) | | | | | | | | | |
|  | | | | | | | |  |  |
| Operating Systems | | | | | | | | | |
|  | | | | | | | |  |  |
| Graphics Design, Creativity | | | | | | | | | |
|  | |  | | | | | | |  |
| Adobe® Acrobat® Family | | | | | | | | | |
|  | | | |  | | | | |  |
| Corel® WordPerfect® | | | | | | | | | |
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| IT Skills | | | | | | | | | |
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| Education | |  |  | Personal Skills | | | | | | | | | |
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|  | **BSc, Bachelor of Computer Science**  2019 – 2022 (2 years’ program)  Your University Name, Location  **Higher School Certificate (Pre-Engineering)**  2008 – 2012  Higher School, Location  **Secondary School Certificate (Computer Science)**  2005 – 2008  City School, Location |  |  | Collaboration | | | | | | | | | |
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| Communication | | | | | | | | | |
|  | | | | | | | |  |  |
| Negotiation | | | | | | | | | |
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| Self-Motivation | | | | | | | | | |
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| English | | | | | | | | | |
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