

**Javier Jobseeker**

jjobseeker@hotmail.com  
123 Main St.  
Sunnyvail, WI 12345  
1.252.555.1234

**Seasoned Facilities Manager**

Over 12 years managing multi-location corporate office. Managed all contract negotiations, service contracts, utilities. In 2008, saved over 17% on renegotiated contracts. Spearheaded recent focus on green office enhancements. OSHA , lean, and safety certifications.

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**Senior Web Designer**

Adept at HTML, CSS, DHTML, javascript, Flash & .net. Areas of expertise include search engine optimization. Productive worker, detail oriented. Exceptional at communicating technical web concepts. Project management and business development experience.

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**Executive Assistant**

13 years of experience serving top level executives, and anticipating their needs. Proven administrative expertise. Talented writer, managed all PR needs for small firm. Software expertise includes all MS Office applications. Discrete and professional, reliable and punctual.