**JUAN DELA CRUZ**

Contact Information [Address, Mobile Number, Email]

**CAREER SUMMARY AND OBJECTIVE**

As a recent Management graduate, I am eager to join the [employers’ field] industry, to learn how it functions in the real world, and to contribute my skills to the smooth functioning and growth of a real-world business enterprise.

**RELEVANT WORK EXPERIENCE**

Office Trainee

J&T Trading, March-May 2020

* Assisted with general administration, order processing and data entry in a 15-person trading and retail company.
* Assisted the sales team with posting, monitoring and fulfillment of online sales channels (Shopee, Lazada)

**KEY SKILLS**

* Accounting and business
* Data entry and database management
* MS Office - Word, Excel, Powerpoint, Zoom, Sharepoint
* Customer service skills
* Written and oral communication

**EDUCATION**

Bachelor of Science in Business Management

*[Name of University]*, 2017-2021

* Secretary/Treasurer, Young Entrepreneurs Club
* Organized and coordinated the Club’s annual Business Bazaar
* Managed disbursements for all Club activities
* Maintained database of 50 members