**ALFREDO** TORRES

STUDENT

I am an enthusiastic and dedicated recent Business Administration graduate seeking an entry- level position. I aim to leverage my organizational skills and eagerness to learn while contributing to team success and gaining valuable experience.

# SKILLS

Strong communication and interpersonal skills

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) Basic knowledge of financial accounting and budgeting Ability to work effectively in a team environment

Excellent organizational and time-management skills

# EDUCATION

DIPLOMA IN BUSINESS ADMINISTRATION

Toronto College, Toronto, ON Graduated: June 2024

# HIGH SCHOOL DIPLOMA

Toronto High School, Toronto, ON Graduated: June 2022

# EXPERIENCE

SENIOR MARKETING MANAGER

XYZ Company, Toronto, ON June 2023 – August 2023

Assisted with data entry and filing documents Coordinated meetings and prepared meeting agendas Managed office supplies and maintained inventory

RETAIL ASSOCIATE (PART-TIME)

ABC Store, Toronto, ON May 2022 – December 2022

Provided customer service and handled transactions Organized merchandise and maintained store cleanliness Assisted with inventory management and restocking

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