

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

CONTACT

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