

Colin Dominic

BUSINESS ADMINISTRATION

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SUMMARY

An independent and self-motivated fresh graduate from Southern California University majoring in Bachelor of Business Administration. Currently is seeking for a full time Business Administration job or any other relevant position with a progressive organization that provides an opportunity to capitalize my personal skills and abilities in the field of Business Administration.

SKILLS

- Ability to work independently or as part of team
- High adaptability
- Highly organized and efficient
- Microsoft Office (MS Word, Excel, Powerpoint and etc)
- Effective time management

EXPERIENCE

Part Time Shop Assistant

Orange Enterprise *Oct 2017 - Feb 2018*

- Greeted customers entering store, offering assistance with all requirements.
- Helped customers find merchandise and assisted with sizing and accessories.
- Place and organize merchandise.
- Assisted employer to perform online business banking transactions. (Such as: paying general utilities, LHDN, SOSCO, JOMPAY and others).

EDUCATION

Foundation in Commerce

University of Southern California *Aug 2015 - Jul 2016*

Bachelor of Business Administration

Northeastern University *Jul 2016 - Dec 2019*

Interested Field: Management and Human Resources.

LANGUAGES

English ●●●●○

German ●●●●○

Mandarin ●●●●○

Spanish ●●●○○

HOBBIES

Travelling

Food hunting

ADDITIONAL INFORMATION

Availability : Immediately

References: *Available upon request*