

---

# MARIA SANTOS

---

ADD PHOTO  
HERE



MARIA.SANTOS@GMAIL.COM



+639161234567

## SUMMARY

---

Motivated and detail-oriented recent graduate with a Bachelor's Degree in Business Administration. Strong analytical and communication skills, as well

---

---

## EDUCATION

---

### **B.S. IN BUSINESS ADMINISTRATION** **UNIVERSITY OF ST. PAUL**

March 28, 2023

#### Relevant Coursework

- Financial Accounting
- Marketing Management
- Operations Management
- Organizational Behavior
- Business Ethics

---

## SKILLS

---

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Adobe Creative Suite (Photoshop, Illustrator)



as a passion for learning. Seeking an entry-level position to gain experience and contribute to the success of a dynamic organization.

---

#### PERSONAL DETAILS

---

Birthdate: October 24, 2001

Address: Manila, Philippines

Languages: Filipino, English

---

---

- Familiarity with social media platforms, such as Facebook, Twitter, and Instagram
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Detail-oriented with the ability to manage multiple tasks simultaneously
- Self-starter with a can-do attitude



---

## PROJECTS & VOLUNTEER EXPERIENCE

---

- Completed a research project on the impact of social media on consumer behavior, including data analysis and presentation of findings.
- Participated in a group project to develop a marketing plan for a local business, including market research, target audience analysis, and advertising strategy.
- Organized fundraising events for a local non-profit organization, including managing budgets and coordinating with vendors.
- Tutored underprivileged students in math and English, resulting in improved grades and confidence.

---

## REFERENCES

---

### **LEANDRO CASTRO**

Dean – Department of Business Administration

University of St. Paul

+639171234567

[l.castro@usp.edu.ph](mailto:l.castro@usp.edu.ph)

### **CARLA OCAMPO**

Dean – Department of Engineering

University of St. Paul



+639181234567

c.ocampo@usp.edu.ph