CALEB CRUZ

PROFILE

I am a 24 year old business process executive currently residing in New York. I graduated from Stokes University and Crackel Academy with a Bachelor's degree and a Master's degree in Business Administration respectively. During those 6 years, I was given an opportunity to learn from world renowned business men and other passionate and experienced individuals within the business industry. It was through this extensive exposure and training that I was able to quickly get my first job as a junior business process analyst at the Merlot Hotel at Downtown New York, I am working as a senior business process analyst at the Baltimore Business Solutions where I initiate, apply, and regulate multiple processes that go in with in the company.

CONTACT



123-4567



caleb_cruz@gmail.com

AWARDS

- Employee of the Month for 4
 Consecutive Months.
- 2. Employee of the Year.
- Junior Business Process Analyst of the Quarter.

EDUCATIONAL BACKGROUND

Master's Degree in Business Administration Stokes University (2015-2017)

Went through an extensive and educational 2 year master's degree that allowed me to understand more about the business industry through training, workshops, and an internship at J.P. Morgan in Washington as well as the opportunity to start up my own small business.



Bachelor's Degree in Business Administration Crackel Academy (2011-2015)

I got to learn about how to start my own business, the various sectors that need to be synchronized In order for a business to work as a whole, as well as be given useful tips and advice from various successful businessmen.

WORK EXPERIENCE

Junior Business Process Analyst

Merlot Hotel at Downtown

Senior Business Process Analyst

Baltimore Business Solutions

PROFESSIONAL SKILLS



Word Processing



Multi-tasking



Analysis



Schedule Management

PERSONAL SKILLS

Team Work	•	•		•	•	Organization	•	•	•	•	•
Communication	•	•	•	•	•	Creativity	•	•	•	•	•
Adaptability	•	•	•	•	•	Strong Work Ethic	•	•	•	•	•
Time Management	•	•	•		•	Self-Confidence	•	•	•	•	•

INTERESTS











MUSIC

GAMES

READING

PAINTING

DANCING