**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.

**Senior Business Process Analyst**

Baltimore Business Solutions

PROFESSIONAL SKILLS

Word Processing

45

45

Schedule Management

25

Analysis

75

Multi-tasking

**Junior Business Process Analyst**

Merlot Hotel at Downtown

PERSONAL SKILLS

Team Work

Communication

Adaptability

Time Management

Organization

Creativity

Strong Work Ethic

Self-Confidence

INTERESTS

WORK EXPERIENCE

**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.

EDUCATIONAL BACKGROUND

CALEB CRUZ

Business Process Executive

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.

**PROFILE**

123-4567

**CONTACT**

**AWARDS**

caleb\_cruz@gmail.com

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

DANCING

READING

GAMES

MUSIC

PAINTING