

Joshua Paulo S. Edos

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OBJECTIVES:

I am highly motivated Bachelor of Science in Business Administration graduated from Lourdes College seeking a job that fits my skills, talents, and qualifications applicable to developing myself for continuous career growth.

SUMMARY OF QUALIFICATIONS:

- Literate about handling sales, trends and strategies that cater to the various interest of the people.
- Good interpersonal skills can build strong working relationship with others
- Builds strong leadership and communication skills

EDUCATIONAL BACKGROUND:

2023	Lourdes College Capistrano-Hayes St. Cagayan de Oro City Bachelor of Science in Business Administration Major in Marketing
2019	Lourdes College Capistrano-Hayes St. Cagayan de Oro City Strand: Accounting, Business Management
2017	Saint Mary's Academy of Jasaan Upper Jasaan Misamis Oriental

2013

Jasaan Central School
Upper Jasaan Misamis Oriental

WORK EXPERIENCES:

- (1 month) Instrumentation Technician Assistant, Pilipinas Kao Inc. Jasaan Misamis, Oriental Ecozone, 9003
- (2 years) Manager at Edos Meat Retailing Store, Jasaan Public Market, Lower Jasaan, Jasaan Misamis Oriental

PROFESSIONAL EXPERIENCE:

2023 **On-the-Job Training/Practicum**
Senior High School Principal Office
Lourdes College, Cagayan de Oro City
January 5, 2023 - April 30, 2023

RELEVANT SKILLS:

- **Soft Skills:** Communication, Team collaboration, Time management, Adaptability.
- **Technical Proficiency:** Microsoft Office, Social Media Platforms (Facebook, Instagram, TikTok)

ORGANIZATIONS:

MEMBER, Entrepreneurs' Club
Lourdes College, Cagayan de Oro 2019-2023

MEMBER, Lourdes College Student Government
Lourdes College, Cagayan de Oro
2019-2023

MEMBER, Business Education Student Council
Lourdes College, Cagayan de Oro
2019-2023

SEMINARS, WORKSHOPS, AND TRAINING ATTENDED:

Maintaining Customer Relations and Handling Customer Objections

Lourdes College

Capistrano Hayes St, Cagayan de Oro

Red Cross First Aid Training Program

Lourdes College

Capistrano Hayes St, Cagayan de Oro

National Drug Awareness Campaign

Lourdes College

Capistrano Hayes St, Cagayan de Oro

STOCK MARKET INVESTMENT WEBINAR

Lourdes College

Capistrano Hayes St, Cagayan de Oro

BUSINESS START UP WEBINAR

Lourdes College

Capistrano Hayes St, Cagayan de Oro

Mastering Your Money Mindset: The Key to Financial Success for Young Professionals

Lourdes College

Capistrano Hayes St, Cagayan de Oro

CHARACTER REFERENCES:

Mr. Marvin S. Arrabaca. MBA

Dean of Student Services

Lourdes College Inc.

Cagayan de Oro City

0915-658-0034

Dr. Alexander S. Suan

Senior High School Principal

Lourdes College Inc.

Cagayan de Oro City

0968-855-6227

Tristan Janne Capulong
Unit Manager Pioneer
Insurance Life Inc.
Jasaan Misamis Oriental
0905-861-6402