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**VANJO**

[**VANJO.362864@2freemail.com**](mailto:VANJO.362864@2freemail.com)

**OBJECTIVE**

To further my professional career with an administrative level management position in a world class company. Seek to diversify my skills in another industry and as part of a larger organization.

**SKILLS**

* Proactive problem solver and analytical thinker
* Proven written and verbal communication skills in English
* Demonstrated ability to work independently and as part of a team
* Excellent organizational skills
* Exceptional attention to detail with proven interpersonal skills
* Demonstrated ability to remain self motivated at all times
* Able to manage stress timely and effectively
* Flexible in working hours

**EXPERIENCE**

* MSWDO (Samal)

Office Staff

SPES Summer Job

April-May 2014

* Property Avenue Real Estate

Internship

November 2015-March 2016

**PROFESSIONAL EXPERIENCE**

* Property Avenue Real Estate

Registered Real Estate Salesperson

April 2016-March 2017

**PERSONAL BACKGROUND**

Sex : Male

Age : 21 years old

Civil Status : Single

Date of Birth : August 20, 1995

Place of Birth : Bataan General Hospital, City of Balanga, Bataan Philippines

Citizenship : Filipino

Language : English, Pilipino

**EDUCATIONAL ATTAINMENT**

Tertiary : Bataan Peninsula State University (Balanga Campus)

Balanga City, Bataan Philippines

2012-2016

**Course** : **Bachelor of Science in Business Administration**

**Major in Marketing Management**

Secondary : Saint Catherine of Siena Academy

Samal, Bataan Philippines

2008-2012

Primary : Calaguiman Elementary School

Calaguiman Samal, Bataan Philippines

2002-2008

*I hereby certify that all information written above are true and correct to the best of my knowledge and belief.*