****

**VANJO**

**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.*