

# CURRICULUM VITAE



In the next page you'll find Michael's Curriculum vitae. Read it, then drag and drop the words below In order to complete it.

MY SKILLS

CONTACT

PROFILE

LANGUAGES

HOBBY

REFERENCE

PROFESSIONAL EXPERIENCE

EDUCATION



# MICHAEL TAN

## BUSINESS ADMINISTRATOR

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[email@email.com](mailto:email@email.com)

[linkedin.com/name](https://www.linkedin.com/name)

[www.michaeltan.com](http://www.michaeltan.com)

ENGLISH - native language

CHINESSE - speaking, reading

SPANISH - speaking, reading

JAPANESE - speaking, reading

Travelling

Blogging

Reading Books

Photography

### SAM JUAN

Designation: Senior Administrator  
Company Name: Soft Tech Solution.

Location: Utah  
Fusce est. Vivamus a tellus.

Efficient, resourceful, and organized individual, with over 7+ years of experience in providing businesses with support in a number of operational areas, aiming to keep them running at optimal levels. Ability to establish core organizational and departmental goals and procedures, pertaining to the needs of the company.

### Business Administrator Avencia, Rockford, IL 2012 - Present

- Prepare financial data, and ensure that any budgetary constraints are handled eloquently.
- Create and maintain effective liaison with prospective and existing

### Business Officer K12, Rockford, IL 2010 - 2012

- Coordinated and maintained records and files, ensuring that they were indexed correctly.
- Processed orders for clients in a timely and efficient manner

### Master of Business Administration

University of Minnesota - 2014 – 2017

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### Bachelor of Business Administration

University of Minnesota - 2010– 2014

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Process Improvement



Financial Support



Negotiation



Tasks Delegation



Leadership

