

Renz Baluyot

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SUMMARY

Student at Raritan Valley Community College graduating in May 2020 with an Associate's Degree and pursuing a Bachelor's degree at Rutgers University this fall 2020. Seeking an entry-level job in to be able to work and use my excellent skill set including a good work ethic, effective time management, and ability to work as a team player in the supply chain industry.

SKILLS

- Computer: Proficient in Microsoft Office (Word, PowerPoint, Excel), NetBeans
- Language: Tagalog (Filipino)-speak and understand
- Certified Volunteer Basic Tax Preparer
- Team player, skilled at multitasking, time management, and communication with others
- Flexible, hard worker with ability to learn

EDUCATION

Bachelor of Science, Rutgers University, New Brunswick, NJ, to begin September 2020

Associate of Science in General Business, Raritan Valley Community College, Branchburg, NJ, anticipated May 2020

GPA: 3.4 - Phi Theta Kappa Honor Society

Relevant Course Work: Introduction to Business, Financial Accounting, Calculus, Principles of Management, Computer Literacy

EXPERIENCE

Service Receptionist, Flemington BMW, Flemington, NJ, October 2019 – Present

- Meet and greet customers with consistent courtesy and a high level of professionalism
- Engage customers to determine their automotive needs and appropriately route them to our service and parts businesses
- Assist Service Department with clerical duties
- Build strong relationships with customers and dealership employees
- Use professional telephone techniques and etiquette

Host/Cashier, The Cheesecake Factory, Bridgewater, NJ, July 2018 – February 2020

- Started off as a host, then promoted to cashier after 6 months
- Greeted all of our guests and let them know the wait times, escorted guests to their tables when ready
- Crafted delicious espresso drinks and plated our famous cheesecakes for in-restaurant, to-go, and delivery orders
- Rang up phone orders and processed cash and credit card payments quickly and accurately

Intern, Leading Women Entrepreneurs, Lebanon, NJ, August 2019 – December 2019

- Assisted in interviewing/writing about some of the Leading Women Entrepreneurs Honorees
- Oversaw the production of marketing materials
- Assisted in the production and promotion of video interviews for the Top 25 Leading Women Entrepreneurs
- Assisted in the promotion and event management for all organization's events
- Updated website and researched and managed social media efforts
- Helped to manage the mentorship program online

Intern, The Arc of Somerset County, Far Hills, NJ, August 2018 – December 2018

- Planned various types of events including fundraisers
- Used social media platform for event promotion

Volunteer, Robert Wood Johnson University Hospital, Somerville, NJ, August 2017 – September 2018

- Supported the hospital by greeting visitors and directing or escorting visitors to patients' rooms
- Answered the phone to provide information to visitors

ACTIVITIES

Enactus, Raritan Valley Community College, August 2018 – Present

- Event volunteer - Manage and organize different events and projects