

BEA CAMILLE TAN

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OBJECTIVE

I am a third year Industrial Engineering student looking for internship opportunities to enhance my skills in supply chain management, marketing, and customer experience. I am a committed, detail-oriented, and independent worker who enjoys exploring beyond my comfort zone, and is eager to contribute towards the goals of a larger organization.

EDUCATION

University of the Philippines Diliman | BS Industrial Engineering 2018 - 2023
→ Magna Cum Laude Standing | Parangal sa Mag-aaral Awardee (2018, 2019)

Immaculate Conception Academy, Greenhills | STEM Strand 2015 - 2018
→ Overall Top 10

KEY PROFICIENCIES

Online Business Sales and Operations (<i>advanced</i>)	Collect, confirm, and dispatch customer orders; manage inventory; communicate with suppliers; record sales; create marketing materials
Microsoft Office (<i>advanced</i>)	Excel Programming, Word, Powerpoint
Creative Software (<i>proficient</i>)	Adobe Photoshop, Canva, Adobe Lightroom, Windows Movie Maker
Oral and Written Communication (<i>advanced</i>)	

EXTRA-CURRICULAR ACTIVITIES

AIESEC in the University of the Philippines, Diliman

Virtual Cross Cultural Spaces Officer

Jan 2021 - present

- Developed and executed 4 online events with an average of 50 attendees each where UPD students could interact with students from universities abroad such as Japan, Indonesia, Sri Lanka, and Malaysia.
- Conceptualized and executed the very first Penpal follow-up initiative with a total of 15 pairs.

Social Enterprise Manager

May - Aug 2019

- Led a team of 3 in creating and executing a marketing plan for the social enterprise Gantsilyo — a slow-fashion brand that sells handmade crochet products by underprivileged mothers from Pook Aguineldo, culminating in the launch of a brand new product: Sunflower Earrings, which had a total sales of over Php 11,800.
- Organized a fundraising open mic night that featured local bands and poets for the benefit of the mothers of Gantsilyo, which had a total of 57 attendees and earned a total revenue of Php 10,124.

BUSINESS VENTURES

Baguio Pasalubongs Founder

March 2020 - present

- Ensured continuous sales of Good Shepherd Baguio by providing another touchpoint for their products in Metro Manila when they lost their main customers due to the pandemic, earning average monthly sales of Php 137,885.
- Developed an order taking system and a database to track and record sales and expenses.
- Maintained pleasant customer experiences through efficient order management for over 50 monthly customers.
- Spearheaded marketing campaigns that attracted 1,246 followers on Instagram, 727 Facebook likes, and 206 Viber Group members.

Asian Deli Reseller

June 2020 - present

- Founded an online Viber community with 279 members to sell over 100 products from a commissary such as dimsum, roastings, frozen meals, and more, earning an average monthly sales of Php 108,171.
- Ensured smooth transactions of an average of over 35 customers per month.
- Partnered with 4 other suppliers to add 30 more products.
- Created and posted marketing materials for social media channels.

ACHIEVEMENTS

AIESEC in UPD IGV Team Leader of the Year (2019)
AIESEC in UPD Outstanding IGV Team Member (2019)

Ateneo Freshman Merit Scholar (2018)
De La Salle University Archer Achiever Scholar (2018)