

Eduard R Lagutin

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232 Schoolhouse Rd/ Sellersville / PA / 18960 / 267-694-1123

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: April 2025

Major: Marketing | Minor: Undecided | GPA: 3.3

Selected Courses: Marketing Research, Professional Development Strategies, Leadership in the 21st Century, Excel for Business Applications

MONTGOMERY COUNTY COMMUNITY COLLEGE – Blue Bell, PA

Associate of Science, Business Administration

Graduation: May 2023

Awards: Dean’s List: Fall 2020 – Spring 2022

EXPERIENCE

Besa Equipment, Souderton, PA

August 2019 – November 2019

Data Entry/ Office Administrator,

- Analyzed, calculated, and organized data such as Accounts Receivables and Payables and entered data into a database accurately and efficiently for an industrial shredder company
- Troubleshoot and resolved any data entry errors
- Organized, purchased, and prepared necessary equipment to maintain a productive office environment for all
- Repaired office equipment which was experiencing failure
- Analyzed, calculated, and allocated 3 months of non-filed Receivables and Payables within 2 weeks for the whole company totaling over \$100,000 in transactions
- Evaluated all records are correct and reflect accurate data for Besa
- Directed and recorded promotional videos of the products for Besa’s website

SKILLS

Software: Microsoft Word, Excel, PowerPoint, QuickBooks, Adobe Premier, Data Entry, Data Formatting, Presentation Development

Hardware: Diagnosing and Repairing Computer Equipment, Computer Building