



# JEZALIE BAYBAY

GENERAL VIRTUAL ASSISTANT

## CONTACT ME

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Online Job Ph:  
<https://www.onlinejobs.ph/jobseekers/info/1882532>

## SKILLS SUMMARY

- knowledge in MS Excel, Word, Google Sheet, & Google Drive
- Social Media Management
- Calendar Management
- Strong Work Ethic
- Basic Graphic Design
- Analytical skills
- Communication Skills
- Team player who can also work Independently
- Numeracy

## AWARDS RECEIVED

- Video Advertisement Champion (The Watershed)
- Miniature Expo Top 3 (Le Café des livres)
- Franchising Manual Expo Champion ( Café Livres)

## PERSONAL PROFILE

I am highly self-motivated, detail-oriented, a self-starter, and a growth-minded General Virtual Assistant. I have a strong desire to help business owners grow their businesses and be part of their business success. Client satisfaction is my top priority.

## WORK EXPERIENCE

### Branch Officer/ Cashier

Frontrow International | February 2018 - February 2022

- Processing and Encoding Customer's Order
- Encoding Daily Reports and Monthly Liquidation Reports
- Managing Daily and Annual Inventory
- Processing Branch Business Permit

### Sales Agent

Chevrolet | November 2017 - February 2018

- Developing sales strategies, prospecting and meeting clients to discuss their needs, closing deals, as well as building and maintaining strong relationships with the clients.

## EDUCATIONAL HISTORY

### Father Saturnino Urios University

Bachelor of Science in Business Administration Major in Marketing Management | 2014 - 2017

- GPA: 1.82

## SEMINARS ATTENDED

- Social Media: Understand Target Market
- Interacting Effectively with your customers using Social Media
- Customer Service Essentials

### Online Courses Enrolled:

- General Virtual Assistance Course
- Basic Graphic Design