

GHENIEL MAE M. BAYSON

Sales Assistant

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Blk2 Lot19 Bamboo St. Rainforest Estates Homes Brgy, Langkiwa Biñan Laguna

WORK EXPERIENCE

MetallFit Inc.

Sept. - Dec. 2025

Sales Assistant

Preparing and processing delivery receipts, sales orders, sales invoices, and collection receipts accurately. Updating and maintaining records in the monitoring system to keep data organized and up to date. In addition, creating PowerPoint presentations for installation projects, showing the before and after results for reporting and presentation purposes. assisting with document filing, data encoding, and other office-related tasks when needed.

SeeMore Enterprise

Feb. - June

Sales and Marketing Staff

As an intern, I promoted the company's products on Facebook, edited product photos and videos, and communicated with customers about their orders. I also looked for potential clients through social media and assisted with daily marketing tasks.

EDUCATION

Cavite State University

— Carmona Campus

2021 - 2025

Bachelor of Science in Business Management Major in Marketing Management

University of Perpetual Help System

— Jonelta Campus

2019 - 2021

Accountancy, Business, and Management (ABM)

St. Gabriel Archangel Academy

2015 - 2019

Junior Highschool

SKILLS

Encoding, Customer Service, Time management, Computer literate, Attention to detail, Data entry skills, Accurate & Fast Typing Skills, Order processing, Photo and video editing basics, Online research

TOOLS & SOFTWARES THAT I USED

Microsoft Excel, Word, & Powerpoint, Google Sheets & Docs, Canva, Capcut, GMail