

CAMASIN, MA. ASHLEY E.

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Management Graduate, Law Student, and Sales Admin Associate

Motivated applicant seeking work opportunities that offers a healthy work-life balance and a positive atmosphere for learning and development and helps enhance the skills, knowledge, and abilities necessary for the achievement of organizational objectives.

WORK EXPERIENCE

Sales Administration Associate

Orix Metro Leasing and Finance Corporation

Avenida Veteranos St., Tacloban City, Leyte

February 1, 2023 - March 15, 2024

Documentation, Cash Fund, & Reports Management,
Execution of Accounts, and OR Generation.

RELEVANT COURSEWORK

Management of Small Business Simulation

Co-founder, Boxed Bites Tacloban

April to May 2022

Involved with sales, marketing, product development,
customer service, and business fulfillment. Primarily
tasked with creating social media content.

Special Topics in Management

Team Member, Marketing Committee for the SMART Investment Movements and Strategies Webinar

May 2022

Contributed to the organization of the webinar by
designing email signatures and writing social media
captions for publication materials.

Management Practice

Remote Intern - Summer Reception Committee

International Associate for the Exchange of Students for Technical Experience (IAESTE), Philippines

July to August 2021

Conducted survey research on reception preferences of
interns and proposed action plans according to findings.

Marketing Management Simulation

Co-founder, Drink-UP Tacloban

October 2019

Utilized marketing strategies, branding, social media
marketing, and contributed to increasing sales.

Senior High School Work Immersion

Co-founder, PUT-A-CUP Snack Bar Palo

February 2018

Business planning, obtaining permits, budgeting,
branding, marketing, inventory and financial
management, logistics, and maintenance.

EDUCATIONAL BACKGROUND

Juris Doctor, Dr. V. Orestes Romualdez Educational Foundation Inc.

Brgy. 96, Calanipawan Rd., Tacloban City, Leyte

September 5, 2022 - Present

Bachelor of Science in Management, University of the Philippines Visayas Tacloban College

Magsaysay Blvd., Tacloban City, Leyte

August 6, 2018 - July 26, 2022

Accounting, Business and Management (ABM) Senior High School, Saint Paul School of Professional Studies

Campetic, Palo, Leyte

Graduated with High Honors

June 6, 2016 - April 3, 2018

Junior High School, Eastern Visayas State University - Secondary Laboratory School

Salazar St., Tacloban City, Leyte

2nd Honorable Mention

June 4, 2012 - March 21, 2016

ORGANIZATIONAL AFFILIATION

Former Member, Junior People Management
Association of the Philippines | University of the
Philippines Visayas Tacloban College | 2018 - 2022

Former Member, HallyUPI | University of the
Philippines Visayas Tacloban College | 2018 - 2022

Former Member, Senior High School Class Organization
Saint Paul School of Professional Studies | 2016 - 2018

Former Senior Scout, EVSU-SLS BSP | 2012 - 2016

ELIGIBILITY

Career Service (Professional) 2nd Level Eligibility
Rating: 85.48 | June 19, 2022 | Ormoc City, Leyte

SKILLS

- Computer Literate
- Communication Skills
- Administrative Skills
- Time Management