



# MAY GUINO DAMAYO

BACHELOR OF SCIENCE IN AGRIBUSINESS

## PROFESSIONAL SUMMARY

A highly motivated and detail-oriented professional with expertise in data entry, strong mathematical and analytical skills, and exceptional customer service abilities. A quick learner dedicated to continuous self-improvement and professional development. Recognized for resourcefulness, reliability, and a commitment to excellence. A collaborative team player with outstanding communication and organizational skills, adept at working efficiently in dynamic environments.

## CONTACT

- ☎ 09557482969
- ✉ damayomay31@gmail.com
- 📍 Ormoc City

## EDUCATION

2000-2004  
**MAS-IN ELEMENTARY SCHOOL**  
Achiever

2004-2008  
**NEW ORMOC CITY NATIONAL HIGH SCHOOL**  
Graduate

Class of 2022  
**VISAYAS STATE UNIVERSITY**  
Graduate

## SKILLS

- Creative mindset - and the ability to approach a problem creatively
- Good communication and leadership skills
- Ability to follow and implement highly detailed instructions
- A meticulous approach to work and time management
- Organized approach in dealing with different activities
- Proficient in MS Office and Microsoft Access

## LANGUAGES

Proficient in English, Tagalog, and Cebuano

## WORK EXPERIENCE

### CITY HEALTH DEPARTMENT

July 2024 - Present

Job Order (Clerk/Field Works for Search and Destroy Team)

- Build positive relationships with customers.
- Keep detailed records of survey and report all gathered data.

### CITY GENERAL SERVICES DEPARTMENT (RMD)

January 2024 - June 2024

Office Clerk

- Responsible for administrative tasks to support daily department operations.
- Receiving Repair and Maintenance complaints from different Barangays of Ormoc City.
- Scheduling Vehicle Trips and Pass slips for travel requests, field inspection and field works.
- Supported staff with clerical tasks for well-maintained office administration.

### ONYATA TRADING CORPORATION (P&G)

August 2022 - September 2023

Accounts Payable Clerk

- Reviewed vendor invoices for appropriate documentation and validity prior to payment.
- Prepared vendor invoices and processed incoming payments.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Evaluated financial records to detect errors and discrepancies.
- Stored office and client records on secured server to prevent data losses, conducting regular backups.
- Handled day-to-day accounting processes to drive financial accuracy.

## WORK EXPERIENCE

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### • **GLOBE TELECOM INC.**

July 2017 - September 2017

Sales Agent

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Developed and delivered engaging sales presentations to convey product benefits.
- Managed customer accounts to secure customer satisfaction and repeat business.
- Conducted product demonstrations to highlight features and redirect objections to positive aspects.

### • **JAJAVI LENDING INVESTORS**

March 2015 - June 2017

Encoder / Roving

- Travel around Leyte to supervise pass due accounts and Conduct Credit Investigation.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Produced monthly reports with advanced Excel spreadsheet functions.
- Worked flexible schedule and extra shifts to meet business needs.

### • **GREENMIND HYDROPONICS**

January 2022 - May 2022

Entrepreneurial Development Project (for Manuscript)

Owner

- Day-to-day operations in the greenhouse, including tending to crop.
- Keeping records and managing finances.
- Planting, cultivating, harvesting, and selling the crop.

## REFERENCE

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### **CATALINA EPA**

Supervisor

Reddimart, Cebu

**Phone:** 0917-174-6232

### **MICHAEL DOMINIQUE GARRIDO**

Instructor

Department of Animal Science, VSU

**Phone:** 0951-831-3497

### **EVERITA FLORES**

Manager

TRN Travellers Inn, Ormoc

**Phone:** 0966-364-1488