



# MAY G. DAMAYO

BACHELOR OF SCIENCE IN AGRIBUSINESS

## CONTACT

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📍 Ormoc City

## EDUCATION

2000-2004

MAS-IN ELEMENTARY SCHOOL

- Achiever

2004-2008

NEW ORMOC CITY NATIONAL HIGH SCHOOL

- Graduate

2004-2008

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
- Knowledge of basic agricultural practices
- Ability to operate farm machinery

## LANGUAGES

- English
- Tagalog
- Cebuano
- Waray-waray

## PROFESSIONAL SUMMARY

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Exceptional customer service abilities. Have backgrounds on Cities and municipalities around Region 8. Fast learner and committed to continuous, self-directed learning. Vigilant Accounts Payable Clerk with One year of experience working with broad array of accounts. Committed to on-time payments, maintaining detailed records and suppliers. Detail-oriented worker with proven resourcefulness and reliability. A team player with great communication and organizational skills. Courteous and self-motivated with talent for creating effective merchandise displays.

## WORK EXPERIENCE

### CITY HEALTH DEPARTMENT

JULY 2024 - PRESENT

Job Order(Field works for Search and Destroy Team)

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

### CITY GENERAL SERVICES

JAN. 2024 - JUNE 2024

DEPARTMENT (RMD)

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.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Supported staff with clerical tasks for well-maintained office administration.
- Provided high-level administrative support, adapting proactively to team needs and aiding efficiency.

### ONYATA TRADING CORPORATION (P&G)

Aug. 2022- Sep. 2023

Accounts Payable Clerk

- Reviewed vendor invoices for appropriate documentation and validity prior to payment.
- Prepared vendor invoices and processed incoming payments.
- Maintained good working relationships with vendors and resolved disputes.
- 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.
- Assisted manager in formulating year-end financial reports to determine financial performance of companies.
- Registered transactions and data on accounting database to track history and safeguard information.
- Handled day-to-day accounting processes to drive financial accuracy.
- Managed complex problem-solving for upper management in order to complete projects on-time and within budget.
- Input financial data and produced reports using software.

## WORK EXPERIENCE

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### ● GLOBE TELECOM INC.

JULY 2017-SEP. 2017T

#### Sales Agent

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Retained excellent client satisfaction ratings through outstanding service delivery.
- Developed and delivered engaging sales presentations to convey product benefits.
- Managed customer accounts to secure customer satisfaction and repeat business.
- Developed and implemented sales strategies to increase profits.
- Generated weekly and monthly reports on sales performance to provide recommendations to meet sales goals.
- Conducted product demonstrations to highlight features and redirect objections to positive aspects.

### ● JAJAVI LENDING INVESTORS ENCODER / ROVING

MARCH 2015-JUNE 2017

- Travel around Leyte to supervise pass due accounts and Conduct Credit Investigation.
- Obtained scanned records and uploaded into database.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Provided administrative and clerical support.
- Produced monthly reports with advanced Excel spreadsheet functions.
- Maintained files, records and chronologies of entry activities.
- Worked flexible schedule and extra shifts to meet business needs.

### ● GREENMIND HYDROPONICS

Jan. 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

### Everita Flores

Manager  
TRN Travellers Inn, Ormoc  
Phone: 0966-364-1488

### Dr. Manuel D. Gacutan Jr.

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