



# ELYSSA JANE MOLO SUMAYLO

## BUSINESS MANAGEMENT & MARKETING

### PERSONAL PROFILE

I am a business manager and social media marketing, I have worked in multiple businesses in different kinds of niche such as clothing brands, coffee shop, and food business. I am knowledgeable in the field of e-commerce and marketing as most of my past experiences was from this side of the business.

### WORK EXPERIENCE

#### Real Estate Virtual Assistant

Cyberbacker PH | July 2021 - Present

#### Social Media Manager

- Plans, schedules and executes social media content
- Create content plans or calendars to drive engagement and promote online brand awareness
- Design and create images or video content using different software
- Oversees daily management of social media campaigns
- Interprets and create social media reports and analytics
- Manages and upkeeps digital marketing calendars
- Grows and maintains likers, followers and fans

#### General Admin

- Coordinate and schedule meetings
- Calendar Management and daily to-do list
- Email management
- Data mining and data entry
- Build, implement, and manage systems
- Back Office support
- Responsible for several financial systems, including paying the bills & vendors
- Create and maintain an operations manual that documents all systems and standards
- Keep team informed regarding any issues that needs to be handled
- Management of all office needs including equipment, supplies, and service contracts

#### Social Media Manager

Tied Up Collective | February 2020 - July 2021

- Plans, schedules and executes social media content
- Managed the general social media marketing of the business.
- Design and create marketing content using different software

### CONTACT ME AT

 Blk 1 lot 2, Jenel Subdivision, Calamba, Laguna, Philippines.

 elyssajanesumaylo@gmail.com

 +63 915 758 9795

### SKILLS SUMMARY

●●●● Marketing Management

●●●● Communication Skills

●●●● Writing Skills

●●●● Leadership Skills

●●●● Computer Skill / Digital Arts

●●●● Project Management

### RELEVANT EXPERIENCE

 Business Management & Marketing

 Organized and oversee the business

 Hired as Business Manager on different brands over the years



# ELYSSA JANE MOLO SUMAYLO

## Business Manager

Cafe Del Fiero | March 2020 - January 2021

- Co-Owner and Part-time Barista
- Supervised and coordinate with the staff
- Prepared inventory, sales record, and marketing
- Assist on Social Media and Digital Marketing

## Business Owner

Upcycled Clothing | March 2020 - January 2021

- Authorize and oversee the business
- Managed supply and inventory for the business
- Allocate financial and material resources
- Prepared marketing and sales
- Assist on Social Media and Digital Marketing

## Part-time Business Manager

Sweet Locker Cafe | February 2017 - January 2018

- Part-time manager
- Prepared marketing posters and flyers
- Managed and oversee the business
- Maintained and updated inventory, revenue and expense records, and supplies
- Hiring new staff and baristas
- Ensured hygiene practices across stations
- Coordinated with suppliers and other business' needs
- Resolve customer complaints and provide solutions to staff disputes

## Part time Cashier/Waitress

Grill-It Joe | May 2016 - January 2017

- Part-Time cashier and waitress
- Received payments and present change to customers
- Manage the register, including all credit card and cash operations
- Maintained and updated inventory, revenue and expense records, and supplies
- Filled out orders and make reservations to customers
- Provided detailed information on menus
- Served food/drinks to customers

## EDUCATIONAL HISTORY

### Malayan Colleges Laguna

B.S. Entrepreneurship | June 2014 -

- Studied business planning, management, marketing, etc.
- Established owned business during college as an Entrepreneurship student.
- Became Board of Director & Secretary of the college organization - Young Entrepreneurs Society - MCL

## CONTACT ME AT

 Blk 1 lot 2, Jenel Subdivision,  
Calamba, Laguna, Philippines.

 elyssajanesumaylo@gmail.com

 +63 915 758 9795

## SKILLS SUMMARY

●●●● Marketing Management

●●●● Communication Skills

●●●● Writing Skills

●●●● Leadership Skills

●●●● Computer Skill / Digital Arts

●●●● Project Management

## RELEVANT EXPERIENCE

 Business Management &  
Marketing

 Organized and oversee the  
business

 Hired as Business Manager on  
different brands over the years