

ELYSSA JANE SUMAYLO

BUSINESS MANAGEMENT & MARKETING

PERSONAL PROFILE

Business supervisor and social media manager for the past years and worked in multiple businesses in different kinds of niche such as clothing brands, coffee shop, and food business. Knowledgeable in the field of e-commerce, business management, and marketing as most of the past experiences was from this side of the business.

WORK EXPERIENCE

Part-time Real Estate Virtual Assistant

Cyberbacker PH | July 2021 - Up to Present

Social Media Manager

- Planned, scheduled and executed social media content
- Created content plans or calendars to drive engagement and promote online brand awareness
- Designed and created images or video content using different software
- Organized daily management of social media campaigns
- Interpreted and created social media reports and analytics
- Managed and upkeeps digital marketing calendars
- Expanded and maintained likers, followers, and fans

General Admin

- Coordinated and scheduled meetings
- Calendar Management and daily to-do list
- Email management
- Data mining and data entry
- Built, implemented, and managed systems
- Back Office support
- Responsible for several financial systems, including paying the bills & vendors
- Created and maintained an operations manual that documents all systems and standards
- Responsible for keeping the 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 6 Social Media Brands local and international
- Design and create marketing content using different software

CONTACT ME AT

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

SKILLS SUMMARY

Marketing Management

Communication Skills

Strategic Skills

Leadership Skills

Computer Skill / Digital Arts

Project Management

RELEVANT EXPERIENCE

Business Management & Marketing

Organize and oversee the business

Hired as Business Manager on different brands over the years

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RELEVANT EXPERIENCE

Business Management &
Marketing

Organize and oversee
the business

Hired as Business
Manager on different
brands over the years

- Oversees daily management of social media campaigns
- Grows and maintains likers, followers and fans
- Implemented and developed marketing strategies
- Design and create marketing content using different software

Business Supervisor

Cafe Del Fiero | March 2020 - January 2021

- Co-Owner and Part-time Supervisor of 4 employees
- Reported the overview of the business to the owner
- Supervised and coordinated with the staff
- Prepared inventory, sales record, and marketing
- Trained new hires and explained the business workflow
- Assist on Social Media and Digital Marketing
- Helped to resolve employee issues and disputes.

Business Owner

Upcycled Clothing | March 2020 - June 2021

- Supervised and oversee the business
- Managed supply and inventory for the business
- Allocate financial and material resources
- Prepared marketing and sales
- Resolved issues and disputes.
- Assist on Social Media and Digital Marketing

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

Bachelor of Science in Entrepreneurship | June 2014 -

- Studied business planning, management, marketing, etc.
- Established owned business during college as an Entrepreneurship student.
- 1st year Board of Director of Young Entrepreneurs Society-Malayan Colleges Laguna Chapter (2017-2018)
- Secretary of Young Entrepreneurs Society-Malayan Colleges Laguna Chapter (2018-2019)