



MELISSA LABAREJOS VILLASAN

OBJECTIVE

To obtain a position in which I will be given the opportunity to play a direct role in the unlimited growth and success of solid organization and where I can use my experience and education to help the company meet and surpass its goals.

EDUCATION

BSBA-major in Marketing Management
(University of Cebu), Sanciango St. Cebu City
Date Graduated (October 18, 2016)

JOB HISTORY

AUGUST 2020-MARCH 2023

STORE MANAGER/SHOPDELIVERPAY.COM DOOR-TO-DOOR RETAILING

- ❖ Day to Day operation; Inventory and Stock; Do the business plan and budget; Take advantage of the social media, live advertising events, and other publicity media to promote products or services and sometimes do the deliveries.

MAY 22 2018- JULY 26, 2020

STORE MANAGER/PHILIPPINE SEVEN CORPORATION

- ❖ Responsible for the overall management of the daily operations of a store including staff management, financial management, merchandising, driving sales and customer service, ensuring best practices and meeting quality standards to achieve key results and support company strategies.

NOV 2016-OCT 2017

CUSTOMER RELATION OFFICER/SERVICE CENTER PERSONNEL/CEBU ATLANTIC HARDWARE

- ❖ Resolve customer complaints personally and via phone regarding their return and under repair items in accordance with the company's guidelines and policies.
- ❖ Assist with replacement of orders, process refunds, or exchanges.

JUNE 2013-MARCH 2014

SALES AND MARKETING OFFICER/COCOLIFE

- ❖ Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person to be insured, and to discuss any existing coverage. Calculate premiums and establish payment method

JULY 2011-OCTOBER 2012

PRODUCTION OPERATOR/ALL CLEAN CORP, TAIWAN

- ❖ Responsible to clean properly the dirty-used Styrofoam box using white cloth. Check the quality of Styrofoam products delivered by customer and record exact results if it's good or not, needs to wipe or not. Packing final product and checking damages before distribution.

DEC 2008-APRIL 2011

SALES & MARKETING OFFICER/PHILIPPINE PRUDENTIAL LIFE INSURANCE COMPANY INC.

- ❖ Sell various types of insurance policies to individuals including Life, Medical and Dental.
- ❖ Measuring performance against quotas by helping sales team to gain the target by maintaining the relationship with our policy holders and prospective clients.

 **SAN-ANTONIO, LINAO, TALISAY CITY, CEBU 6045**

 **0923-906-1125 / 0919-067-4534**

 **MESAYBEE.VILLASAN@GMAIL.COM**

ACADEMIC AWARD

October 17, 2016- "Certificate of Distinction" for an exemplary performance during the presentation of the research study/thesis (UNIVERSITY OF CEBU, Sanciango St. Cebu City)

April 02, 2007- "Valedictorian"
(Lawaan National High School, Lawaan 1, Talisay City)

WORK-RELATED AWARD

DEC 2019

EMPLOYEE RECOGNITION AWARD VISAYAS REGION BUSINESS UNIT

For HIGHEST NET INCOME BEFORE SALES of the STORE HANDLED

SEPTEMBER 2019

CERTIFICATE OF RECOGNITION for being the Rank 1 Case study Presenter in Visayas 1 District for the Year 2019

February 03, 2014 (COCOLIFE) - "Breakthrough Sales Achievement Award"

July 19, 2010 (PPLIC) - "Mini Team Leader Award and Certificate of Appreciation" for outstanding results through conscientious and dedicated work that contributed to the efforts of the Sales Department

SKILLS

- Excellent Interpersonal Communication Skills; Cultural Awareness; Strong Leadership and Organizational Skills

Positive Traits

Passionate; Well organize; Honest; Hardworking; Careful; and Patient.

Computer Skills (Microsoft Office)

Microsoft Excel, Word, and PowerPoint; Photoshop