



JOEYLIZA SORTIGOSA

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📍 Matabang, Toledo City,
Cebu, Philippines, 6038

EDUCATION

BSBA-Financial Management
University of San Carlos
2013-2017

EXPERTISE

Managerial

Selling

Baking

Payroll

Customer Service

LANGUAGE

English

Filipino

ABOUT ME

I am a General Manager with Sales, Customer Service and Bookkeeping experience. I build relationships with customers as well as with co-employees. Aside from managing people, I also processed both computer and paper works that includes making Financial reports, formulating invoices, processing payrolls. I am very keen to details and very friendly person

WORK EXPERIENCE

○ March 2019 - present
Sophie's Bread and Pastries
(formerly known as Sophie's Bakeshop)
General Manager

Managing all employees. Do the recruitment processing and process the Govt. Benefits for employees. Making Payrolls and updates the Rules and regulations of the Business. Creating Ideas on how to improve and make more sales.

○ May 2018-March 2019
BPI-Philam Assurance Corp.
Bancassurance Sales Executive

Took and passed the exam without a retake for the Insurance Commission. I offer insurance products to bank clients. In order to have more sales and created new opportunities, I built relationships with my co-workers.

● June 2017- May 2018
Globe Telecommunications
Customer Sales Representative

Do upselling and cross selling. Caters complaints and inquiries.

● July 2016- September 2016
Cashier / Part-time

Jollibee
Serving customers with good customer service.

REFERENCES

Mirabelle Villarubia
RCBC / Bank Teller

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Jovelle Perolino
BPI / Bank Teller

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