



Teacher's Vill., Alubijid,  
Misamis Oriental, 9018



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Miahdaroy111@gmail.com



<https://miahdaroy111.wixsite.com/sinking-deep>

## OBJECTIVE

Marketing and Sales representative Officer for more than 4 years and also has HR, Lead Generation and Part Time Executive Assistant for 3-4 years; with experience in managing general tasks, seeking challenging position to leverage time management skills, organizational, communication, and leadership skills to streamline operations and supports business.

# MIAH KAYE SHELITH L. DAROY

## EXPERIENCE

### January 2015 – August 2023

Part-Time Executive Ass. and Customer Service Rep. • SMDJ Civil Engineering Practice and Consultancy Services

### June 2015 – October 2016

Chief G.S Medal S. Worker • Girl Scouts of the Philippines

### January 2016 – March 3, 2019

HR Recruiter and Client/Lead Generation • JDiaz Travel & Tours

### November 2016 – June 2023

Girl Facilitator and Leader • Girl Scouts O.T Phil. Mis. Or Council

### January 2019 – March 2019

Student Intern/Immersion • Emata Accounting and Consultancy

### March 15, 2019 – January 2023

Marketing and Sales Representative • JDiaz Travel & Tours

Created Projects, lead a team and delegated tasks, did administrative works, volunteered in the local community for outreach programs, did content creation and design, written articles and be familiar with general digital tools and systems.

## EDUCATION

### Xavier University – Atene De Cagayan

- ❖ Bachelor of Science in Business Administration majoring in Marketing
- ❖ Graduated as Magna Cum Laude (Latin Honour)

## SKILLS

### ❖ Communication

- With 3-4 years' work experience of HR, Customer Care, Executive Assistant, Marketing and Sales, I have honed my communication skills both verbal and written with clients, vendors, team members and, etc. I have extensive experience of creating and delivering presentations, preparing and responding to emails and other business correspondence, build rapport and relationships with teammates, and ensuring effective communication in and out the office environment.

### ❖ Leadership

- Throughout my career, I had been active in Leadership engagements. Throughout my career, I made both community/ businesses led projects, lead and managed



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## OBJECTIVE

Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

Both admin and field staffs and supervising daily office and Supervising daily office and field staffs/members and daily Operational tasks. I also experienced supporting staffs, Listened and addressing team member's concerns/opinions While maintaining good environment between the team, setting performance expectations and providing feedbacks.

### ❖ Analytical Thinking

- Experienced collecting different kinds of data and effectively processed it including the possible challenges and problems that may arise. Strategized how to increase sales and such alike. I also experienced researching and developing projects and contingency plans and, also developed onboarding training/business plans for the success of the business and training plans for new/old employees.

### ❖ Flexibility

- I have the ability to adapt easily to my environment as well as embracing and adapt different systems depending on the culture and ways of work of the environment I am in. Experienced adapting and developing strategies to get different kinds and backgrounds of clients as well as adapt to their ways just to make them avail services and products from my previous employment. Developed and launched social media campaigns that garnered a lot of visibility and sales even in the first few months.

### ❖ Time Management

- Met tight project deadlines through effective time/organizational management, and always ensuring on time delivery and client satisfaction and did the same even in a fast-paced environment. Experienced prioritized more important tasks, ensuring I don't procrastinate and delegated my tasks properly throughout the day and still have the time to rest and strategize.

### ❖ Teamwork

- Experienced working in a team and effectively communicated, collaborated and engaged with the team to create and implement effective general plans and engaging in social media plans. Experienced solving team problems and able to always make each other feel heard and seen while still delivering the best possible outcomes. Supported and encourage teammates to do well and do tasks.

### ❖ Influence

- Experienced negotiating and persuading leads and clients to avail goods and services. Experienced persuading key stakeholders, streamlining processes and ensure a smooth flow while reducing costs. People always say that have the ability to motivated people without force.

### ❖ Creativity

- I have the ability to view scenarios and problems in different angles and, do tasks creatively and effectively. I know doing so can generate ideas to keep plans and businesses going.

## OTHER SKILLS

- Knowledge in Operating Systems.
- Can use Canva, Adobe, MS. Office Tools, knowledge in CRM, SaaS, SEO tools such as apollo, google tools, canva, zoom, email marketing, github, mailchimp, calendly, social medias and etc.
- Assertiveness.
- Detail – Oriented.
- Ability to Multi-Task.
- Dependability.
- Accountability.
- Proactivity.
- Can work under pressure.
- Has good work ethic.

## PROFESSIONAL REFERENCES

### 1) Virgencita D. Diaz

Owner of JDiaz Travel and Tours

Virgencita Diaz (FB/messenger) - 090956243689

### 2) Marian Mae Diaz

JDiaz Travel and Tours Employee/ WFH Worker

Marian Mae DI (FB/Messenger) - 09773256322

### 3) Linmark G. Benlot

Provincial Capitol of Mis.Or - Treasurer's Office

Linmark Galimpin Benlot - Facebook/Messenger

### 3) Sherlito M. Daroy Jr.

Owner of SMDJ's Private Civil Engineering and  
Consultancy Services

09354721385

## PROFESSIONAL LINKS

### 1.) Professional Portfolio

[https://www.canva.com/design/DAF1s88dYDI/-  
wRGyzFslwu\\_ywwE-tbcg/edit](https://www.canva.com/design/DAF1s88dYDI/-wRGyzFslwu_ywwE-tbcg/edit)

### 2.) Personal/ Professional Blog Site

<https://miahdaroy111.wixsite.com/sinking-deep>