



## BAYEDBED, JEVAN RAY C.

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Email Address jevanbayedbed@gmail.com  
Date of Birth July 19, 1987  
Citizenship Filipino  
LinkedIn [JRB | LinkedIn](#)  
Portfolio [Professional Portfolio](#)

### **CAPABILITIES:**

- Naturally a fast learner on new concepts as well as new technologies.
- Excellent Interpersonal and Communication skills
- Ably works under pressure and possesses an exceptional organizational and planning skill.
- Very versatile and could effectively work alone or even on a team.
- Hardworking Attitude, not giving up on any difficult work and ability to make the work easy.

### **WORK EXPERIENCE:**

#### **Client Relationship Manager**

Farmer's Basket  
Baguio City, Philippines

*July 2, 2025 – December 15, 2025*

- Managed and maintained strong relationships with restaurant & \*hotel clients across Baguio City
- Acted as the primary point of contact for client inquiries, orders, concerns, and after-sales support
- Coordinated daily orders and delivery schedules for fresh products including fish, meat, and vegetables
- Ensured accuracy of orders, pricing, and timely fulfillment to meet client expectations
- Handled client feedback, resolved service issues, and implemented improvements to enhance customer satisfaction
- Collaborated with operations and delivery teams to ensure smooth logistics and consistent service quality
- Assisted in onboarding new clients by presenting products, pricing, and service offerings
- Supported sales initiatives by promoting new products, seasonal items, and special offers
- Maintained client records and order histories for efficient follow-ups and relationship management
- Created promotional and advertising materials using Canva for product marketing and client engagement

#### **Lead Generation Specialist**

Online Work from Home  
Clarus Designs - San Francisco, CA USA

*January 10, 2019 – December 21, 2023*

- Conducted comprehensive research to identify prospective companies aligning with client products.
- Researched and compiled contact information for key personnel within identified high-quality lead companies.
- Demonstrated proficiency in data management, including organization, maintenance, and cleansing of sales data.
- Enhanced existing leads by appending additional details such as employee contacts, company location, industry classification, employee count, and monitoring press releases.
- Executed one-off projects focusing on market research tailored to specific industries and regions.

- Received foundational training in Salesforce CRM, with a particular emphasis on utilizing the sandbox environment to explore functionalities such as flows, validation rules, and object manager fields.
- Actively pursuing ongoing professional development in Salesforce to expand and deepen my expertise in the platform.

**Tally Clerk**

DP World Operation Terminal 1  
Jebel Ali Free Zone, UAE

*November 16, 2014 – October 31, 2017*

- Receive the sequence sheet in advance for the scheduled bay as per the crane program.
- Record each container being discharged from the vessel in the Mobile Data Terminal (MDT).
- Manually update in the sequence sheet, the order in which the containers are loaded and discharged from the vessel.
- Ensure that all the containers are sealed during vessel discharge/loading.
- Make tally sheet during discharge of Out of Gauge containers.
- Check condition of all containers during vessel discharge and record damages in the MDT.
- Record the performance of the crane in the crane log.
- Submit updated sequence sheet and crane log to the Runner at the end of shift or upon vessel completion.

**PC-Support / Technical Support Engineer**

Texas Instrument (Cantier Systems Inc.)  
Baguio City 2600, Philippines

*June 27, 2013 – October 9, 2014*

- Hardware/Software troubleshooting and problem isolation.
- Fix on site, fix or replace hardware; reload drivers; reconfigure hardware; run diagnostic test.
- Hardware devices include desktops, laptops, printers (HP Laserjet/Deskjet, Printronix printer, Intermec barcode printers), DLPs and barcode scanners.
- Check application; re-configure/re-install software; virus check
- Configuration of new desktop/laptop units and installing TI standard baseline.
- Implementing computer security lockdown systems on PCs selected by TI's IT Operations manager or Client Services Head. Ghosting/image creation and update for tool PCs and computers being repaired.
- Deployment of Computers, printers and other peripherals as well as on trainings. To submit RMA request on time to avoid delay in resolving such issues and submit to Admin for routing.
- To provide the final report on the part that will be purchased by the customer for the damaged unit.

**Attendant & Maintenance**

Triple J Computer Café  
Baguio City 2600, Philippines

*April 2006 – June 2008*

- Assist customers when they have trouble or questions using computer software such as Microsoft Office, Adobe software and all software that are being used in the cybercafé.
- Provide services such as encoding, printing, downloading and all other operations provided by the cafe.
- Maintenance and troubleshooting hardware/software and installations of all computer units used in the café.
- Provide excellent customer care.
- Keep cleanliness and orderliness of the place.
- Keep accurate records of logs and inventories of the shop.
- Time customers of the number of minutes or hours they will use the computer or internet.

### **PROFILE:**

- Strong technical skills in Windows-based systems (desktop and laptop)
- Experienced in software and hardware installation, maintenance, and troubleshooting
- Proficient in Microsoft Office applications (typing speed: 60–70 WPM)
- Familiar with Canva for creating basic marketing and promotional materials; quick to learn new features and templates
- Experienced in using AI-powered tools to support research, content drafting, task automation, and productivity improvement
- Highly adaptable and fast learner, able to grasp new technologies and processes with ease
- Strong multitasking and time management skills in fast-paced environments
- Flexible and resilient, capable of adjusting to frequent process and information changes

### **TRAININGS/SEMINARS:**

- **Computer Hardware & Software Basic Troubleshooting**  
(AMA Computer College, Baguio City Philippines)  
*August 03, 2008 – September 10, 2008*
- **General and Medical Transcriptionist**  
(Tech-Synergy Voice Transcription and Business Support Solutions, Philippines)  
*June 12, 2011 – July 06, 2011*

### **ACADEMIC DETAILS:**

Bachelor of Science in Entrepreneurship 2011  
Saint Louis University – Baguio City, Philippines

### **REFERENCES:**

Name: Lili Marleen Palaganas  
Relationship: Former Manager  
Contact # & Time to Call: 09288576882 - Mon-Fri 9am-5pm PH time  
Company: Clarus Designs  
Address: Better Living, Paranaque City

Name: Sherwin Carino  
Relationship: Production Coach  
Contact # & Time to Call: 09308356963 - Mon-Fri 2am-12pm PH time  
Company: TaskUs  
Address: Quirino Hill, Baguio City