



# VANESSA A. BACAYO

## ⌚ Objective

Aspiring to contribute to a spirited organization, utilizing my strong academic background and eagerness to learn, to grow professionally and make a meaningful impact to the corporation.

## ✉️ Contacts

📍 Prk. Kalubihan, Brgy Daga,  
Cadiz City, Neg. Occ.

📞 0905 676 3571  
0907 644 7717

👤 Vanessa Abrasaldo Bacayo  
vbacayo102800@gmail.com

## ⚙️ Skills

### MS Word



### MS Excel



### Computer literate



### Customer service



## 📖 References

Erfel C. Suriaga  
Teacher  
09165059496

Leonardo Esperancilla  
BSBA Department  
North Negros College

Dexter Jay N. Salcedo  
IT Staff - Cadiz City Health  
09129149329



## Summary of the qualifications

Motivated, passionate and enthusiast person in my own field. Strong interpersonal and intrapersonal communication skills that can be used to handle tough challenges and struggles in dealing with different people. Fully equipped and can cooperate with the group and can take constructive criticisms to develop a new set of learnings.



## Education

**SPED HIGH SCHOOL** (2018-2019)

**North Negros College** (2022-2023)

**Bachelor of Science in Business Administration**

**Major in Operations Management**



## Work Experience

### On the Job Training

320 Hours (March 22, 2023 - June 14, 2023)  
Cadiz City Health Office - Cadiz City

#### RESPONSIBILITIES:

- File and check all the documents of the residence in Cadiz City.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Supports team by performing tasks related to organization and strong communication.
- Assisting with special projects as needed.
- Contributes to team effort by accomplishing related results as needed.

### SM HYPERMARKET - CADIZ CITY (March 16 - August 15, 2024)

#### Responsibilities:

- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Good customer service and deal with complaints in patient and helpful manner
- Locate products on behalf of customers
- Provide information and other services such as handling return of merchandise
- Cashier's Function (Operate cash registers and close daily revenues)

### Customer Service Assistant at Cash & Carry Supermarket - Makati City (April 2 - September 1, 2025)

#### Responsibilities:

- Handle customer transactions, returns, and exchanges while maintaining accuracy and efficiency at the checkout or service desk.
- Resolve complaints or escalate issues to management, ensuring customer satisfaction and building loyalty.
- Keep service areas tidy, update promotional displays, and assist with stock checks or product availability inquiries.