

# JOHN PAUL BAYONITO

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## Sales Executive, Technical Specialist, Administrative Assistant

Bacacay, Albay, 4509 | +63-963-338-4384/+63-927-257-7398 | jpfbayonito@gmail.com

### WORK EXPERIENCE:

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#### MG Gateway South Corp. (Geely Naga), Legazpi City, Albay

Sales Executive | January 2022 - September 2022

- Analyzed sales and financial performances to effectively plan for increased future opportunities while identifying obvious weak trends.
- Established sales goals by forecasting annual sales quotas and projecting expected sales volume for existing and new products.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Designed and implemented systems to measure sales and marketing effectiveness that helped eliminate ineffectiveness and boosted productivity.
- Consistently developed new and forward-thinking business plans.

#### Sakura Autoworld Inc. (Suzuki Legazpi), Legazpi City, Albay

Sales Executive | February 2021 - June 2021

- Established sales goals by forecasting annual sales quotas and projecting expected sales volume for existing and new products.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.
- Served as a friendly and helpful first point of contact in the front office.
- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.

#### DMCI Homes, Makati City, Metro Manila

Property Consultant | September 2019 - March 2020

- Developed and implemented a strong market model to regularly evaluate market movement and trends.
- Effectively supported data-driven marketing and sales activities.
- Prepared detailed and well-thought-out proposals and marketing plans.
- Assisted with the design and execution of consumer research.
- Provided rich and inspiring consumer insights.

#### University of Santo Tomas-Legazpi, Legazpi City, Albay

Administrative Staff | February 2019 - August 2019

- Remained flexible, adaptable, and punctual.
- Served as an assistant to all administrative personnel and acted as the first point of contact for visitors and customers.
- Brought forth innovative ideas about organizing systems.
- Effectively planned future engagements and projects as needed.

### EDUCATION:

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#### Asia Pacific College, Makati City

BS in Information Technology - Game Design and Development

### SKILLS:

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|---------------------------|------------------------|----------------------------------|
| • Computer Skills         | • Communication Skills | • Creativity                     |
| • Customer Service        | • Interpersonal Skills | • Ability to Multitask           |
| • Fast Learner            | • Problem Solving      | • Decision Making                |
| • MS Office, Google Suite | • Conflict Resolution  | • Effective Time Management      |
| • Adaptability            | • Time Management      | • Ability to Work Under Pressure |