ALYSSA B BAUTISTA

FREELANCER



CONTACT INFORMATION

https://ph.linkedin.com/in/alyssa-bautista-300a03256

EDUCATIONAL ATTAINMENT

2010-2014

Bachelors in Science in Information Technology

• Developed a comprehensive understanding of network security protocols, which enabled me to identify vulnerabilities and recommend effective solutions to enhance system safety.

• Analyzed real-world case studies in database management, helping me to design efficient databases that improved data retrieval times and overall performance.

• Collaborated on a team project to create a user-friendly mobile application, which received positive feedback for its intuitive design and enhanced user engagement.

• Conducted extensive research on emerging technologies, helping me stay ahead of industry trends and apply innovative solutions in coursework and group projects.

WORK EXPERIENCE

2025

Freelance, Executive Virtual Assistant

• Joined Creator Catalyst as the Social Media Manager, which allowed me to enhance our online presence and engagement with our audience.

• Promoted to Hiring Manager and Executive Virtual Assistant, demonstrating my ability to take on greater responsibilities and contribute to the company's growth.

• Conducted interviews with job applicants, ensuring we selected candidates that aligned with our company culture and values.

• Managed the scheduling of final interviews, streamlining the hiring process and helping to fill positions more efficiently.

• Evaluated and chose the right candidates for various roles, which strengthened our team and improved overall performance.

• Provided a comprehensive candidate database to the CEO in spreadsheet format, which facilitated informed decision-making and tracking of potential hires.

2024-2025

Freelancer, Data Extraction Specialist

• Managed the data entry process, ensuring accurate and efficient input of information which improved the overall data quality for the team.

• Developed and implemented data extraction methods, allowing for quicker retrieval of critical information, which enhanced the decision-making process.

• Encoded customer forms with precision, which streamlined our records management and made accessing customer information faster.

• Reviewed data meticulously to identify inconsistencies, helping to maintain a high standard of accuracy and reliability in our data sets.

2018-2024

Cebuana Lhuillier, Branch Operation Manager

• Managed branch operations effectively, ensuring smooth daily functions which led to improved service delivery and customer satisfaction.

• Oversaw customer data encoding processes, helping maintain accurate and up-to-date client information, which facilitated better client interactions.

• Developed strong customer relations by addressing inquiries and resolving issues promptly, resulting in increased client trust and loyalty.

• Streamlined the updating of client information, which enhanced data accuracy and efficiency in transaction processing.

• Supervised transaction data entry, ensuring precision and timeliness, which contributed to a more reliable financial reporting system.

• Led the sales personnel team, motivating them to achieve targets and fostering a collaborative environment that drove sales growth.

• Enhanced customer data extraction methods, allowing for quicker access to vital information, which supported informed decision-making.

• Managed product inventory encoding processes, helping maintain optimal stock levels and reducing instances of stockouts.

• Coordinated customer order invoicing, which improved billing accuracy and sped up the payment collection cycle, positively impacting cash flow.