

Bill Joseph Bay

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Professional Summary

Dynamic and accomplished professional with a proven track record of excellence in corporate environments. With more than 4 years of experience in management-related positions, I possess a comprehensive skill set including strategic planning, financial analysis, and project leadership. Seeking to leverage my expertise in a corporate role where I can contribute to driving business growth.

Work Experience

August 2023 – Present

MCN Canada Immigration Consulting Inc.

Administrative Assistant

- Managed Projects and initiatives for the Company
- Prepared and reviewed reports ensuring accuracy
- Led the implementation of a new office management system
- Streamlined accounts receivables, ensuring timely updates and accurate financial records.
- Organized files and records for efficient information retrieval
- Assisted in office operations, mail handling, and schedules

November 2021 – September 2023

RVVR Corporation

Supervisor

- Maintained an accurate level of sales
- Trained new crews and explained their assigned tasks
- Handled customer's concerns and disputes
- Maintain and prepared reports for the head office
- Promoted to a Supervisor in less than a year
- Maintained records on the inventory control system
- Prepared and track work orders

November 2021 – July 2022

Browns Shoes

Sales Representative / Stock Person

- Ensured customers received good customer service
- Assisted co-workers and management during excess time
- Persuaded customers to buy more than what they intended to buy

March 2015 – April 2017

Unicorn Movers

Administrative Assistant

- Provided support for the Logistics Team on day-to-day operations of the company
- Coordinated with clients on the scheduled trips for the week
- Optimized accounts receivable processes, ensuring timely updates and precise financial documentation.
- Made sure the drivers would arrive on time
- Handled queries from customers and subsidiaries

Skills

• Time Management	• Approachable
• Coachable	• Organized
• Team Player	• Dependable
• Attention to details	• Efficient interpersonal skills

Education

De La Salle-College of Saint Benilde Manila, Philippines Bachelor of Science in Software Development September 2017 – December 2018	Northern Alberta Institute of Technology Edmonton, AB, Canada Business Admin in Management Graduate September 2019 – May 2022
Manresa School Paranaque City, Philippines General Academic Strand K-12 Graduate March 2017	