






SHERYN MAE P. BERSONDA

FREELANCER

ABOUT ME

I am a highly organized and detail-oriented individual with experience in administrative support, records management, and office coordination gained while serving in our community. I am proficient in Microsoft Office, Google Workspace, and other digital tools essential for efficient operations. I also have freelance experience in hotel management support and catalog creation, and I am committed to delivering accurate, timely, and high-quality work.

CONTACT

-  bersondas@gmail.com
-  0992 534 5923
-  Cavite, Philippines

EDUCATION

Bachelor Of Science In Psychology National University - Dasmariñas

UnderGraduate

HOBBIES & INTERESTS

- Watching Movies
- Dancing
- Marching Band Participation
- Dog Lover

EXPERIENCE

Outsource Freelancing

Hotel Management June 2025 - Feb 2026

Managed product creation and catalog development for hotel clients across the U.S., ensuring accurate listings and efficient supplier coordination.

- Created and uploaded product listings for hotel supply catalogs, including pricing, descriptions, and specifications
- Coordinated with suppliers to source products and ensure availability for hotel clients
- Assisted in streamlining order flow between suppliers and hotel clients

Novice Logistics

Receptionist January 2025 - June 2025

Provided customer support and coordination for logistics operations, ensuring timely communication and service availability.

- Responded to customer inquiries regarding shipping, delivery status, and service options
- Contacted customers to confirm logistics availability, schedules, and requirements
- Provided updates and resolved issues related to shipments and deliveries

Sangguniang Kabataan Official (Youth Council)

SK Secretary December 2023 – Present

Provides administrative and organizational support to SK operations, ensuring efficient coordination of activities and documentation.

- Managed official correspondence, including letters, announcements, and communications
- Scheduled and coordinated meetings, events, and community activities
- Maintained accurate records, reports, and documentation of SK projects and decision
- Organized and supported the implementation of SK programs and initiatives

SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva (Graphic Design)
- Calendar & Schedule Management
- Social Media Management (Instagram & Facebook Posting)
- Notion (Organization & Workflow Management)
- Google Workspace (Docs, Sheets, Drive, Gmail)
- Ai Tools