



BETONIO, NOY VENZON D.

ADMINISTRATIVE STAFF

Santa Maria Bulacan | 0948 476 3598 | noyvenzonbetonio@gmail.com

PROFESSIONAL SKILLS

Adaptability
Teamwork

Conflict Resolution
Inventory Control

TECHNICAL SKILLS

Time management
Basic computer skills

Customer service
Fast-paced work environment

PROFESSIONAL EXPERIENCE

Area Field Coordinator

Quezon City | May 2024 - April 2026

Top Rack Allied Marketing Services -CDO Foodsphere

- Conducted regular and unannounced store visits.
- Inspected operational procedures and safety standards.
- Ensured that all stores executed planograms.
- Met with suppliers, vendors, and distributors to coordinate product delivery and promotions.

Support Staff - Team Leader

Quezon City | November 2022 - April 2024

Waltermart North Edsa

- Inspired the team to achieve and exceed service goals and quality standards.
- Regularly monitored team and individual performance.
- Conducted or oversaw regular quality audits.
- Led efficient daily or weekly meetings.

Merchandiser - Unilever

Quezon City | 2021 - 2022

Ultramega Supermarket Novaliches

- Monitored and managed inventory levels.
- Built strong relationships with staff.
- Executed creative product displays and optimized shelf placement to drive sales.

Merchandiser - Unilever

Meycauayan, Bulacan | 2020 - 2021

Robinsons Towerville Meycauayan

- Collected direct feedback from store teams and customers.
- Accurately placed and maintained all store signage and price tags to ensure pricing integrity.
- Monitored inventory levels and replenished stock on the sales floor to prevent out-of-stock situations.

Administrative Staff and Warehouse Personnel

Meycauayan, Bulacan | 2018 - 2019

Christian Cosmetics Incorporated

- Managed all incoming and outgoing telecommunications.
- Oversaw inventory levels, including monitoring, procurement, and maintenance.
- Facilitated financial administrative tasks, including expense reporting, petty cash tracking, and invoice management.

EDUCATION

Bachelor of Science in Criminology (BSCrim)

2013 - 2017

Bestlink College of the Philippines

CHARACTER REFERENCE

Mery Joyce Soriben

0910 475 1678
Office Staff
5.11 Tactical Philippines

Remigio Antonio

0946 057 6774
Behavioral Therapist
Decode Intervention and
Tutorial Center

Ferdinand Santiago

0947 870 5032
Area Field Coordinator
Top Rack Allied Marketing
Services