



## MARC PAOLO DARREN VIDALLON DE JESUS

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### ABOUT ME

Self-motivated employee offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with sales knowledge. Confidently capable of approaching clients with trusted and presentable products to showcase its purpose.

### EDUCATION

#### College

Rizal Technological University (2005-2009)

Bachelor of Science in Business Administration Major in Management

Polytechnic University of the Philippines (2002-2003)

Information Communication Technology

### TRAINING/CERTIFICATION

#### VIRTUAL ASSISTANT COMPANION PH (July 2023)

Social Media Marketing

Tiktok Marketing

Lead Generation

Content Creation

Facebook Ads

#### Camella Vista Land Company (September 2019)

Sales Training for Accredited Rookie Sellers ( STARS )



## **WORK EXPERIENCE**

**GRAB Philippines (August 2018 to December 2022]**

**Grab Driver**

Responsible to drive passengers to their destination safely.

**RMS Collect Phillipines - Iqor (November 2021 to January 2022)**

**Collections Representative**

Responsible for resolving overdue bills and collecting payments from customers.

**Citibank N.A (April 2014 - April 2019)**

**Sales Officer**

Assisting and calling credit card customers to offer and educate on product usage, provide information and respond to questions or inquiries. Responsible for daily and monthly sales targets.

**Pointman Management Services - PLDT (March 2013 - October 2013)**

**Data Encoder**

Encoded reports, maintained files and records.

**John Clements Consultants Inc. - BPI (March 2012 - September 2012)**

**Sales Counselor**

Assist the customer to enroll their account thru online.

## **SKILLS**

- Computer Literate
- Customer Service
- Sales Experience
- English Proficiency

