

## Contact

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## Top Skills

Setting Appointments  
Automation  
Marketing Automation

# Rod Ranier Singson

Sales | Lead Generation Specialist | Accounts Payable | Recruitment  
Lapu-Lapu, Central Visayas, Philippines

## Summary

Dedicated and results-driven professional with experience as a Sales Development Representative (SDR), Lead Generation Specialist, and Tax Preparer Support. Skilled in generating leads, fostering client relationships, and providing comprehensive support to tax professionals. Adept at analyzing client needs, ensuring compliance, and streamlining processes to enhance efficiency and drive success. Committed to delivering exceptional results and contributing to team goals.

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## Experience

### DNA Financial & Associates

#### Customer Service Sales Specialist

June 2022 - September 2024 (2 years 4 months)

#### Tax Preparation Support

Provided support to tax preparers in filing taxes for individuals and businesses with over 2 years of experience.

Assisted in preparing and filing various tax forms, including K-1s, Schedule C, 1040, 1120, 1065, and 1120S.

Collaborated with tax preparers to ensure compliance and accuracy in tax documents.

Helped clients understand their tax obligations and maximize deductions.

Maintained current knowledge of tax regulations and changes to support effective filing.

### Wing Assistant

#### Sales Development Representative | Lead Generation Specialist

June 2021 - June 2022 (1 year 1 month)

- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to

make a donation.

- Explain products or services and prices, and answer questions from customers.
- Created social media campaigns as a business team lead for the company's online media-driven products
- Successfully launched a digital marketing campaign for the company's newly introduced product line
- Performed ongoing marketing research and demographic profiling
- Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Maintain records of contacts, accounts, and orders.
- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to make a donation.

## LendingTree

Sales Representative | Lead Generation Specialist

August 2017 - June 2021 (3 years 11 months)

Cebu, Central Visayas, Philippines

- Adjust sales scripts to better target the needs and interests of specific individuals.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.

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## Education

Central Philippines State University

Bachelors of Elementary Education, General Education · (June 2014 - April 2018)

Central Philippines State University

