

# GINA MARQUEZ SABATIN

## OBJECTIVE

To enhance the development of my skills in the field of my career and contribute the knowledge and experience I had acquired in the companies I've worked with.

## WORK HISTORY

### Start Virtual

Real Estate Cold Caller/Texter/Appointment Setter using Launch Control and Batch leads  
(April 2022 - October 2024)

- Pre-qualify sellers and buyers, calling and texting investors and sellers
- Make an email blast to either prospective buyers or sellers
- Do texting
- Set appointments for them
- Do comparables with the properties nearby
- Do administrative work too. I was Virtual Assistant for a real estate agent

### SMW

Appointment Setter for HVAC and mortgage  
(June 2020 - April 2022)

- Set an appointment for a Mortgage company. Qualify and verify potential leads.
- Appointment Setter/ Cold Caller for Solar specifically in Maryland
- Call every customer to try our free installation of Solar energy in their homes and if they are interested, I will book an appointment for them the following day
- Inform all the things they need to know, no penny to spend for getting solar. Tell them it's benefits and purpose of getting such items to us
- Need to ask qualifying questions such as if they are the owner of the property, if they use singles, if there are trees around that needs to be removed or not. Inform them about the payment method

**Utalk Philippines**

ESL Online Teacher  
(May 2019 - June 2020)

- Teaches Chinese students online. Gives comments and evaluates students.
- Follow protocols and guidelines in teaching.

**Convergys**

Baguio  
Customer Service Associate  
(July 2013 - October 2018)

- Do inbound calls and do upsell. Answers customers' concerns and queries.

**Sitel Philippines Inc.**

Mandaluyong City  
Customer Service Representative  
(Feb 2006 – June 2011)

- Do Inbound Calls and (Financial Account) activate the card holders' credit cards
- Issue pin numbers/customize pin
- Do upselling, do balance transfers, update account information, process payments, check discrepancies on accounts, add authorized users, waive fees if needed, and service accounts.

**EDUCATIONAL BACKGROUND**

Masters in Human Resources Management at Benguet State University

August 2015 to present

National Certificate (NC) In Housekeeping II

Tertiary Education: Don Mariano Marcos Memorial State University Mid La Union Campus, San Fernando City La Union, Phil.

Inclusive Date: June 1999 – March 2000

Secondary Education: Saint Louis High School Philex, Padcal Tuba, Benguet, Phil.

Inclusive Date: June 1989 – March 1995