 Rowena

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To Whom It may concern:

I have worked in the UAE for four years now for the scope of Business Development, Training, Sales and Marketing job, with a high standard of quality Customers Service, as well as Business Consultant, Investment Advisor, and high-level of Corporate Communication Management.

I have more than 20 years of experiences in handling the entire operation of various Businesses among five countries (Philippines, Sultanate of Oman, Hongkong, Japan, UAE) through various activities in field of Customer Services, Tourism, Events & Exhibitions, Seminars & Training, and Contracting, and Product’s Campaigns, including Market Research and Social Media Marketing.

I previously managed the operation of my Contracting company and a Call Center business which became successful in catering US-based accounts and local companies in terms of tele-marketing, appointment setting, B to B client’s inbound/outbound calls for product endorsement, and I design promotions and sales campaigns.

I have obtained my licenses in Investment Brokerage, Real Estate Brokerage, and Tourism Development by passing above scores from National Board entities. I have worked with group of Tour Operators, Travel Agencies and developed & contributed in gaining large business scale revenues and build a strong reputation in different top-tier clientele.

I have a proven track record in sales in various Multi-Millionaires company in Insurance, Investment, Brokerage, Green Energy Solutions, Hospitality, and Events & Entertainment Industry.

**EMPLOYMENT HISTORY:**

**ARCHITALY GREEN ENERGY DMCC, DUBAI** February 2016 - to date

Business Development Manager

Compensation Package: 10,000 AED per month.

A leading European owned SOLAR PROJECT DEVELOPMENT COMPANY based in UAE since 2013.

We are focused on the DUBAI SOLAR ENERGY MARKET and ENERGY EFFICIENCY, due to the recently approved DUBAI CLEAN ENERGY PLAN 2050 and DEWA SHAMS DUBAI INITIATIVE.

We target to develop and build at least 100 MEGAWATTS SOLAR ROOFTOP PIPELINE onto big industrial rooftops located in Dubai, owned by Government, Government funded and blue-chip companies, based on the brand-new DUBAI SOLAR REGULATION.

The company is known in Dubai for its unique initiative focusing the Educational sectors, named Dubai Solar Schools initiative.

**ACA STEEL LLC, DUBAI** January 2015 - January 2016

Business Development Manager

A top tier contracting company, developing projects directly to property development and sub-contracting with the giant contractors in the region.

I developed and designed corporate presentations per the level and type of the company. Regulating CRM to monitor each client and correspond to all types of enquiry.

**ZAAP TRADING, DUBAI** April 2013 – November 2014

Business Development Supervisor

A direct sales company providing promotional and marketing products to various companies all around the Emirates.

I was responsible to acquire Customers via my own developed strategies via different concept and sources.

I design products and personalize introduced these to Customers’ based on company Logo and theme.

**Philippine Department of Tourism** 2006 - 2012

Licensed Tour Facilitator and Business Development

My role was to oversee marketing activities across all events and exhibits, supporting the sales effort by generating new leads and widening event audiences by creating effective marketing strategies and implementing them.

As Tour Facilitator, I provided commentary for general knowledge and specific information on the history of the Philippines and its role to the world.

I Coordinated with various Local Government Units to provide security and great accommodation to the Tourists/Clients.

I dealt and negotiated with prestigious hotels and restaurants (including bars, resorts, sports complex, Spa, theaters, conferences, and venues) to exchange business and deals in promoting to gain and boost the country economy.

**Primevoice Marketing International Services, Philippines** 2003 - 2006

Owner/General Manager

We trained and developed all staff that came to work for my company personally via this enable staff to carry out their given tasks and reach set goals/Targets.

Involved in all levels of the business from indirect and direct customers/Clients of all levels and nationalities

Monitor employee work via company standards and goals, assisting and advising where employees were struggling so as to achieve goals.

Overall P&L, annual budgeting, costing, goals targets both team and individual.

**PhilAm Life Investment and Insurance - Philippines** FREELANCE

Licensed Broker

A major Insurance company from the mother company in the USA which provides fair claims and helping families and companies to grow their finances capability.

I developed and managed a sole team of ten people to offer financial advice/products to Corporate and Individuals clients, designing programs based on their life style and income.

I personally designed, developed, Sales Training and created incentive packages to motivate the whole team to ensure targets were met.

**Education:**

Mount Lincoln University 1990-1993

BSBA - Business Management

Philippine Women’s University 1986-1990

AB - Mass Communication in Broadcasting

Skills: Computer Microsoft program

Interior Designing and Landscaping

Training and Seminars Facilitator

Press Releases and Media & Prints Articles Author

Hobbies: Volley ball, Painting/Arts, Ramp Modelling, Singing, & Dancing

I am hereby to declare that all above information is true and correct.