**JOBERT**

E-mail Add:[**JOBERT.361963@2freemail.com**](mailto:JOBERT.361963@2freemail.com)

Date of Birth: July 04, 1993

Nationality: Filipino

Visa Status: Visit Visa

**OBJECTIVE:**

To channel my skills, learning experience and interests to relative fields where they could be best utilized and be used for the productivity of your company.

**CORE STRENGTH:**

* Excellent Customer Service
* Excellent sales and marketing skills
* Computer Literate (Proficient in MS Excel / MS Word / MS PowerPoint)
* Able to communicate and present confidently, clearly both oral and written in English
* Highly organize person and can work in less supervision

**Professional Experience:**

**Marketing Assistant**

Honda Motor Sports

San Francisco, Nabua Camarines Sur

June –February 2017

**Duties:**

* Prepare market analysis through evaluating new market prospects.
* Develop monthly budget analysis and prepare monthly sales activity reports.
* Ensure to track and store monthly systems production reports.
* Evaluate market information and prepare reports as well as rate analysis required for management and sales staff.
* Assist sales and marketing staff as necessary at any phase of sales plus marketing efforts.
* Develop quote requests for purpose of underwriting incorporating census summary, plan design and zip code analysis
* Assisted in the planning, coordination and preparation of sales meetings.
* Excellent negotiation and public relation skills

**Related Learning Experiences:**

**Bureau of Immigration**

Magallanes Drive, Intramuros Manila

December-February 2016

**General Clerk**

* Enters information into computer, using keyboard, to prepare correspondence and other documents, copying information from one record to another.
* Sorts and files company records.
* Answers telephone, conveys messages, and runs errands.
* Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine.

**City Prosecution Office**

City Hall Compound Naga City

May 2015

* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Perform stenography and dictation.
* Retrieve files for personnel.

**City Health Office**

Naga City, Philippines

May – June 2015

* Compile, copy, sort, and file records of office activities, Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

**Camarines Sur Polytechnic Colleges (Engineering Department)**

**Nabua, Camarines Sur**

**November 2013 – January 2014**

* Maintain hard copy and Electronic Filling system
* Compute, record, and proofread data and other information, such as records or reports.

**Education:**

**Bachelor of Science Office Administration**

Camarines Sur Polytechnic Colleges

2012 – 2016

**Trainings & Seminars**

**Enhancing Entrepreneurial Skills Through Marketing & Coop.**

CSPC Camarines Sur

**“BSOA STUDENTS”: Aiming for Event Organizing Competency**

CSPC Camarines Sur

**References:**

**Available upon request.**

I hereby certified that the above information is true and correct to the best of my knowledge.

**Applicant’s Signature**