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**ZYRA**

**ZYRA.369549@2freemail.com**

**CAREER OBJECTIVE**

Obtain a position that will enable use strong sales and marketing background, advertising, event management, interpersonal skills, secretarial, administrative and managerial abilities for achieving the company’s management goals in the best possible way.

**SUMMARY OF QUALIFICATIONS**

* A graduate student of Bachelor of Science in Business Administration Major in Marketing Management, aside from having knowledge in regards to sales and marketing, advertising, planning and organizing events was also a computer literate and familiar with the Microsoft Office products and intermediate skills in regards to Adobe Photoshop and Illustrator.
* Highly motivated team player and a fast learner with passion to succeed in her chosen field of expertise. Optimistic, energetic and have the ability to communicate with a proper manner and act in conformity with the governing rules and ethics at all times.

**ORGANIZATIONAL AFFILIATION**

**Philippine Junior Marketing Association (PJMA)**

Member, 2014-2016

**Junior Marketing Association (JMA)**

Secretary with Leadership award

Member, 2014-2016

**WORK EXPERIENCE**

**Company:**

CLARIZA’S MINI BOTIQUE

Lucban Quezon, Philippines

**Position:**

Sales Agent

**Employment Date:**

August 8, 2014 to May 6. 2016

**Duties and Responsibilities:**

* Helps the customers to find the products that meet their needs and build relations through follow-up calls, introducing new products, handle door-to-door sales and manage inventory.
* Keeping up track of order records in accordance to the time of their order and on when they will receive the products and the number of sales from day to day.

**Company:**

JR GLOBAL MARKETING SVC. CO.

Makati City, Philippines

**Position:**

Intern

**Employment Date:**

April 6, 2015 to June 22, 2015

**Duties and Responsibilities:**

* Prospecting and building a channel of qualified sales leads to meet business plans, quotas, and company objectives.
* Research the target prospects using a variety of sales tools.
* Cold call in order to obtain key information from targeted prospects to meet the qualified lead criteria.
* Performs basic clerical and office responsibilities for the company.

**Company:**

TRANSCOM ASIA

Pasig City, Philippines

**Position:**

Customer Service Representative

**Employment Date:**

June 28, 2016 to December 27, 2016

**Duties and Responsibilities:**

* Acting as a liaison between the customers and the company.
* Answers the customer’s call warmly and ascertain problem or reason for calling.
* Resolving customer complaints and offering them suggestions alternative resolutions.
* Take payment information and other pertinent information such as addresses and phone numbers.
* Compile reports on overall customer satisfaction
* Records every important detail such as the reasons of the call, the solutions offered and the suggestions or advice that was provided.

**EDUCATIONAL ATTAINMENT**

**PRIMARY:** Tiaong East Elementary School

Tiaong Quezon, Philippines

2002-2008

**SECONDARY:** Saint John Parochial School

Tiaon Quezon, Philippines

2008-2012

**TERTIARY:** Southern Luzon State University

Lucban, Quezon

Bachelor of Science in Business Administration

Major in Marketing Management

2012-2016