

# JAMMIE A. TORAYNO

Cagayan de Oro City, Philippines

Cellphone Number: +63917 850 4514

Email Address: [jtorayno2022@gmail.com](mailto:jtorayno2022@gmail.com)

LinkedIn: <https://www.linkedin.com/in/jammietorayno/>

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## Summary

I am a dedicated professional with a diverse background in recruitment, real estate, health, and outbound sales development with expertise in client engagement, relationship building, effective communication, and conversion.

## WORK EXPERIENCE

### Recruitment Sourcer | Appointment Setter

October 2022 – Present (20 hours per week)

DirecStaff, LLC – Las Vegas, United States of America - Remote

- Engaged with candidates proactively by leveraging platforms such as LinkedIn, Facebook, Slack, emails, and phone calls.
- Crafted personalized recruiting emails and engaged in strategic cold calling to establish connections with potential candidates, effectively communicating opportunities and building rapport.
- Booked appointments between candidates and recruiters, ensuring seamless coordination, and providing timely reminders for scheduled appointments. Effectively handled rescheduling when necessary.
- Utilized advanced sourcing techniques, including Boolean search, to identify and engage qualified active candidates, ensuring a high-caliber talent pool.
- Proactively developed and maintained talent pipelines, anticipating future hiring needs and ensuring a consistent flow of qualified candidates.
- Managed candidate databases using an Applicant Tracking System, ensuring the organization and accessibility of candidate information.
- Kept past applicants informed about new job opportunities, fostering positive relationships for potential future placements.

### **Skills and Tools**

- |   |  |
|---|--|
| • Engagement and Appointment Setting      | • JobDiva, Recruiterflow, Waalaxy      |
| • Talent Pipelining and Networking        | • Apollo, SignalHire, SalesQL, Kendo   |
| • Communication and Coordination          | • Google Workspace, Softphone, Dialpad |
| • Efficient Candidate Database Management | • LinkedIn, Sendspark, Slack, TidyCal  |

### Real Estate Broker

April 2014 – Present

Personal Business

Cagayan de Oro City Philippines

- Facilitated successful property transactions by guiding buyers in acquiring properties tailored to their preferences.

- Strategized Marketing and Listing Management by uploading listings on Multiple Listing Sites, social media platforms, email campaigns, door-to-door, flyering, caravans, etc.
- Managed a dynamic sales team, overseeing their activities and monitoring production and client feedback.
- Scheduled appointments and supervised property showings and open house events
- Negotiated with sellers and buyers before closing sales deals
- Nurtured positive relationships with clients

#### **Skills and Tools**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| • Marketing and Advertising        | • Canva, Whimsical, Miro          |
| • Sales Negotiation and Closing    | • Google Workspace, Microsoft 365 |
| • Contracts and Legal Knowledge    | • Notion, ClickUp, Trello         |
| • Leadership and Managerial Skills | • Facebook Market, Lamudi         |

#### **Human Resources Supervisor**

August 2017 – December 2023

CDO One Summit Enterprises, Corp – Opol, Philippines

- Started the Human Resources Department from the ground up and prepared documents and policies such as Organizational Structure, Job Descriptions, Employment Contracts, Handbook, Standard Operating Procedures, Exit Documents, and the like.
- Orchestrated and conducted the entire candidate recruitment process, from preparation to sourcing, screening, selecting, hiring, onboarding, and engaging with potential hires.
- Excelled in phone etiquette and talent-sourcing strategies to identify and attract qualified candidates for various positions.
- Led and organized strategic planning endeavors, overseeing projects from conception to implementation, demonstrating strong project management skills.
- Prepared and implemented compensation and benefits plans in adherence to the Labor Code, ensuring fair and compliant remuneration for employees.
- Conducted thorough evaluations of employee performances, contributing to performance improvement initiatives and career development.
- Acknowledged and resolved employee concerns and disputes, fostering a positive employer-employee relationship.
- Provided comprehensive administrative coverage across all facets of the Human Resources Department, including policy formulation and implementation.
- Implemented strategies for workforce improvements and ensured compliance with workplace health and safety standards.

#### **Skills**

- |                          |                                   |
|--------------------------|-----------------------------------|
| • Full Recruitment Cycle | • Canva, Whimsical, Miro          |
| • Project Management     | • Google Workspace, Microsoft 365 |
| • Conflict Resolution    | • Notion, ClickUp, Trello         |
| • Policy formulation     | • LinkedIn, Calendly              |

#### **Appointment Setter | Outbound Sales Representative**

Digital Marketing Agency · Nova Outreach · Emporium Setters · Freelance

Jun 2023 - Oct 2023

United States · London, United Kingdom - Remote

- Proactively initiated outbound calls to potential leads, introducing products or services and effectively positioning them as solutions to address client needs.

- Crafted personalized outreach emails, Facebook or Instagram Direct Messages to introduce our products and services as well as inquire about our client's needs and pain points.
- Developed and refined cold calling scripts or emails for effective communication based on the targeted audience.
- Utilized persuasive communication techniques to secure and schedule appointments for closers, ensuring a consistent pipeline of qualified leads.
- Utilized CRM software as well as spreadsheets to maintain accurate and up-to-date records of all interactions, appointments, and lead progress.
- Collaborated with the sales team to gather insights and feedback on client interactions, contributing to continuous improvement in sales strategies.
- Booked appointments between prospects and closers, ensuring seamless coordination, and providing timely reminders for scheduled appointments. Effectively handled rescheduling when necessary.

#### **Skills and Tools**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| • Engagement and Appointment Setting | • Google Workspace                  |
| • Communication and Coordination     | • Discord, Slack, Loom, Whimsical   |
| • Cold Outreach                      | • LinkedIn, Facebook, Instagram     |
| • Script Development                 | • Go High Level, Telegram, Whatsapp |

#### **Junior Recruiter | Business Development Representative**

April 16, 2023 – August 21, 2023

Velocity Staffing – Freelance

Florida, United States – Remote

- Engaged with candidates proactively by leveraging platforms such as LinkedIn, Facebook, Slack, emails, and phone calls.
- Crafted personalized recruiting email campaigns and engaged in strategic cold calling to establish connections with potential candidates, effectively communicating opportunities and building rapport.
- Conducted targeted outreach via emails, calls or LinkedIn Inmails to COOs, Human Resource Managers, and CFOs in companies, identifying key decision-makers and initiating strategic conversations to understand their requirements.
- Explored and researched job boards and Google results to identify potential candidates and job openings then tailoring outreach efforts to showcase services as solutions to their challenges.
- Booked appointments between candidates and recruiters, ensuring seamless coordination, and providing timely reminders for scheduled appointments. Effectively handled rescheduling when necessary.
- Collaborated with team members to strategize on business development and recruitment initiatives and leverage collective knowledge for more effective client and candidate engagement.
- Managed candidate and client databases using a CRM, ensuring the organization and accessibility of candidate and client information.

#### **Skills and Tools**

- |   |                                      |
|---|--------------------------------------|
| • Engagement and Appointment Setting            | • Efficient Database Management      |
| • Business and Talent Pipelining and Networking | • Loxo, Indeed                       |
| • Communication and Coordination                | • Apollo, SignalHire, SalesQL, Kendo |
|   | • Google Workspace, Microsoft 365    |

- LinkedIn, Sendspark, Teams, Calendly

### **Online Business Manager**

November 29, 2022 – January 7, 2023

Bill Kim Real Estate

Queensland, Brisbane, Australia – Remote

- Initiated Outbound Calls to potential leads, prospects, and other real estate professionals to introduce real estate services, inquire about their needs, and coordinate conjunction agreements
- Conducted follow-up calls with leads and inquiries to gauge interest and set appointments with agents as necessary
- Qualified leads by assessing their level of interest, budget, and other real estate needs
- Developed and Customized scripts and email campaigns based on the target audience for effective communication
- Uploaded and Managed Property Listings on the CRM and other relevant platforms.
- Tracked and analyzed the success of campaigns and provided regular reports

### **Skills and Tools**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Communication and Coordination | • Eagle CRM, Fusion CRM           |
| • Cold Outreach                  | • Google Workspace, Microsoft 365 |
| • Contracts and Legal Knowledge  | • Notion, Docusign, Trello        |
| • Client Database Management     | • RingCentral, Loom               |

### **Nurse Educator**

Xavier University – Ateneo de Cagayan

November 2010 – May 2013

- Directed and supervised nursing students in the hospital or clinical area
- Did Curricula planning, implementation, development and evaluation
- Evaluated student performances through written and practical examinations
- Established and maintained collaborative relationships with healthcare institutions to facilitate clinical placements for nursing students and ensure alignment with educational objectives.
- Engaged in research activities and stayed current with advancements in nursing education to integrate relevant findings into curricula
- Collaborated with professionals from other healthcare disciplines that enhanced students' understanding of comprehensive patient care.

### **Skills**

- |                                       |                              |
|---------------------------------------|------------------------------|
| • Clinical Supervision                | • Nursing Care Planning      |
| • Curriculum Planning and Development | • Teamwork and Collaboration |
| • Assessment and Evaluation           | • Leadership Skills          |

## **TRAINING AND EDUCATION**

### **GCR Realty and Education Center**

Real Estate Brokerage Course

January 2014 - March 2014

### **Liceo de Cagayan University**

Master in Nursing-Medical Surgical Nursing

May 2009 - October 2010

### **Xavier University–Ateneo de Cagayan**

Bachelor of Science in Nursing

June 2004 - March 2008