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| chester c. suobiron  Sackett Ave, Sutliff 1Akron, OH 44313 [chester.realtalk@gmail.com](mailto:chester.realtalk@gmail.com)  (Skype I.D) live:chestersuobiron21  Contact no.3302940147 |
| objective  Experienced and skilled professional seeking a challenging, responsible and long-term position where my Sales, Marketing, Communication skills, and Appointment setting experience will be fully utilized and improved.  personal data  Age 27 years old  Sex Male  Date of Birth December 22, 1990  Civil status Single  Nationality Filipino citizen  Height and Weight 5’8 ft. / 72 kg.  Name of Father Noel S. Suobiron  Name of Mother Celina C. Suobiron |

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| Experience june 2012 – march 2013Distributor/Team leader/ Top sales performer,MIYO (make it your own) Inc.  * Advertise products online/offline/cold calling * sell products * engage and recruit 5 to 10 leads every day * present products and company marketing plan with an audience of 20 to 50 prospects (hotel presentation) twice a month * Build an organization compose of 200+ distributor * became one of the young leaders of the organization * enhance social communication skills and leadership * how to close * how to present * public speaking and Facebook marketing |
| july 2013 – may 2015 **TELEMARKETER INBOUND/OUTBOUND CUSTOMER SERVICE REPRESENTATIVE**  Avatar Technologies Inc.   * Engage 50 to 100 Leads every working day * follow up customer calls where necessary * answer calls and respond to emails * handle customer inquiries both telepathically and by email * manage and resolve customer complaints * provide customers with product and service information * enter new customer information into the system * process orders, forms and applications, and document all call information according to standard operating procedures * Enhance verbal communication, written communication, and learned to be a detail-oriented worker  june 2015 – april 2016Branch Manager,Vantage International Inc.  * Service * human resources, administration and sales * Develop forecasts * financial objectives and business plans * Meet goals and weekly task * Manage budget and allocate funds appropriately * Bring out the best of branch’s personnel by providing training * Coaching * development and motivation * Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities * Address customer and employee satisfaction issues promptly * Network to improve the presence and reputation of the branch and company * stay abreast of competing markets and provide reports on market movement and penetration * enhance management and marketing skills,  july 2016 – october 2017Virtual Assistantindividual EMPLOYER  * Answer calls * return emails, and similar tasks * provide various levels of customer service * Type documents, mail letters, and take notes * Manage blogs and social media accounts * Handle scheduling and delegate daily tasks  june 2016 – march 2018Loan officerThe Funding Group, LLC  * Evaluates loan applications and documentation by confirming credit worthiness * Improves loan applications and documentation by informing the applicant of additional requirements * Rejects loans by explaining deficiencies to applicants * Helps customers by answering questions * responding to requests * Maintains customer confidence by keeping loan information confidential * Approves loans by issuing checks or forwarding applications to loan committee, and Completes loan contracts by explaining provisions to applicant * Obtaining signatures and notarization's collecting fees.  march 2018 – april 2018outbound call representative, lead generatorIsland virtual services  * enter new customer information into system * follow up customer calls where necessary * document all call information according to standard operating procedures * Produce call reports. * Use auto dialer application * Offer service and product * Call potential customers by following calling list provided * Greet customers as they pick up the phone and introduce yourself and the company * Answer any questions that the potential customer asks to the best of ability * Set appointments with potential customers at their convenience  april 2018 – july 2018appointment setter, lead generatorindividual employer  * take information from supervisors regarding cold / warm calling techniques * call potential customers by following calling list provided by supervisors greet * customers as they pick up the phone and introduce yourself and the company * provide information regarding the service or product in question * answer any questions that the potential customer asks to the best of ability * make sure that the potential customer is not interrupted during conversation or questions * take information from potential customers regarding their specific product or service needs * Jot down all information on a piece of paper or directly on to the company database * Ask potential customers of a particular time when they will be free to receive calls * Set appointments with potential customers at their convenience * Express gratitude to potential customers for their time * Assign a member of the sales force to each potential customer by providing briefs of conversation and customer needs * Ensure that sales force member follows up with potential customers * Document all calls made to potential customers |

# EDUCATION

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| march 2009highschool, colegio de san jose |
| march 2012bachelor of science in hotel and restaurant management, CENTRAL philippines university ACHIEVEMENTS   * MIYO (MAKE IT YOUR OWN) YOUNG LEADERS AWARD * TOP SALES PERFORMER IN WESTERN VISAYAS MIYO (MAKE IT YOUR OWN) * TOP SALES PERFORMER IN THE MONTH OF NOVEMBER 2014 AVATAR TECHNOLOGIES * MADE WORTH 1MILLION PHILIPPINES PESOS (20,000$) SALES WITHIN 8 MONTHS VANTAGE INTERNATIONAL INC. * CAR ACHIEVER VANTAGE INTERNATIONAL * PUBLIC SPEAKER AND HEAD TRAINER OF VANTAGE INTERNATIONAL ILOILO BRANCH * REPRESENTATIVE OF ILOILO BRANCH FOR LEADERSHIP TEAMBUILDING OF VANTAGE INTERNATIONAL INC. |

Skills

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| * MS Office (Word, Excel, PowerPoint, Outlook) * How to close * Social communication * Public speaking * Outbound call * Website making | * Leadership * Marketing * Management * Inbound call * Sales Online/Offline * Appointment setting |

REFERENCE

CHERYL D, APOSTOL

MIYO (MAKE IT YOUR OWN)

ILOILO BRANCH OWNER OF MIYO (MAKE IT YOUR OWN) INC.

09273195810

ROSEMARIE D. MONETA

Avatar Technologies Inc

TEAM LEADER

09211155643

LUCIL E. OPINION

VANTAGE INTERNATIONAL INC.

ILOILO BRANCH OWNER OF VANTAGE INTERNATIONAL INC.

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