



JUN CYRIL A. SANTONIL

Virtual Assistant

About Me

Driven individual with sales and customer service experience. Retains relationships through genuine and consistent engagement.

Proficient in GoHighLevel for creating automated workflows, lead generation funnels, and client management systems to streamline business operations and drive growth.



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Dumaguete City, Negros Oriental
6200

SKILLS

- Computer Literate (Word, Excel, and other tools)
- Good Communication in English & Filipino
- Highly Trainable
- Can Work under Pressure
- Willing to work on Flexible Schedules
- Programming Languages
- Sales and marketing strategy
- Campaign development experience

EXPERIENCE

GoHighLevel Specialist

7 Figures Expert Academy

July 2023 - May 2025

Specializing in building high-converting websites, automation, and CRM solutions. Skilled in custom web development, funnel creation, and workflow automation to optimize business processes and enhance client engagement.

Sales Representative

Careful Accounting

May 2023 - October 2023

Cold-called prospective customers to build relationships and help them get their Employee Retention Credit (ERC).

Customer Service Representative

ECENTERPRISES GROUP MANILA INC.

October 2022 - April 2023

Communicated with dispatchers and truck drivers through phone calls and emails to ensure timely delivery and pickup of loads.

Customer Service Representative

Agents Only

February 2022 - September 2022

Efficiently processed orders for Domino's customers while implementing effective upselling techniques to rapidly increase sales.

Telephone Sales Representative

Vortex BPO

May 2020 - February 2022

Conducted cold calling, prospecting, and appointment setting across diverse campaigns in the US, including auto warranty, insurance (auto, home, health), Medicare, SSDI, and legal services such as auto accident claims.

Customer Service Representative

Inspiro Dumaguete

September 2019 - November 2019

Effectively addressed customer concerns and facilitated refund processes.

EDUCATION

Negros Oriental State University

Bachelor of Science in Computer Science
2022-2025

Negros Oriental State University

Bachelor of Science in Civil Engineering
2019-2022

Negros Oriental High School

Senior High School
2017-2019

Negros Oriental High School

Junior High School
2013-2017

West City Elementary School

Primary School
2007-2013

PERSONAL INFORMATION

- Age: 24
- Place of birth: Dumaguete City
- Height: 5'9"
- Weight: 65 kg.
- Father's Name: Jonas P. Santonil
- Mother's Name: Cherry Ann S. Santonil
- Date of birth: 08/21/2000
- Gender: Male
- Marital status: Single
- Religion: Roman Catholic

PROFESSIONAL AFFILIATIONS

- Supreme Student Government
(NOHS 2018-2019)
- Youth for Christ
- Dumaguete Youth Leader
- Student-athlete 2013-2025
- Honor Student (Elementary to Senior High School)