

Cyril Alexis I. Rosal

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EDUCATION

University of California, Irvine

Jun 2015

Bachelor of Arts in Urban and Regional Planning, Minor in Economics

EMPLOYMENT EXPERIENCE

Irvine Company

Sales Specialist

Jan 2016 – Current

- Responsible for creating a memorable first-time experience for apartment shoppers and ensuring that the company's standards are envisioned throughout the whole interaction.
- Focus to achieve occupancy goals in either multiple properties or stand-alone communities in order to help meet revenue and budget set by the company.
- Initially started at a standalone property, overseeing 436 units to a "pod" community, with 4 different properties and over 1,600 units.

Wyndham Vacation Ownerships

In-House Marketing Representative

Jul 2015 – Dec 2015

- Responsible for meeting monthly penetration requirements in order to meet site budget and revenue while maintaining great customer service towards hotel guests and timeshare owners.
- Upon a few weeks of start date, responsible for the leads towards timeshare sales reaching the top in volume sales for multiple weeks.
- Persuaded a high volume of owners and non-owners who has had negative experiences from previous occasions to come back and re-experience timeshare sales presentations.

THINK Together

Human Resources Intern

Jun 2015 – Sep 2015

- Assisted the corporate office human resources department in preparation for busiest time of the year for Think Together, being the beginning of the school year.
- Worked under the Manager of Volunteers in helping recruit volunteers for the 50 different sites throughout the OC and LA districts.
- Conducted phone screening, candidate testing, in-person interviews and scheduling for different entry-level positions.

Law Offices of Brent A. Duque

Administrative Intern

Dec 2014 – Jun 2015

- Prepared initial documentation for all new cases and clients for case managers, including compiling hospital records, insurance claims and paperwork, and police incident reports
- Filed documentation with courts, and managed critical calendar deadlines for all paperwork
- Assisted firm attorneys with overall office administration, with special attention to organizing litigation papers, handling phone calls, and updating calendars for deadlines and court dates
- Helped coworkers to use MS Office programs more efficiently

Chipotle

Senior Crew Member

Nov 2013 – May 2015

- Assisted the newly opened UCI branch to achieve the Restaurateur level, the highest achievement in the Chipotle restaurant tier system
- Promoted through all six stations within the store, and achieved proficiency 40% faster compared to peer group.

SKILLS

Language: Fluent in English and Tagalog; Basic Spanish

Computer: MS Word, Excel, PowerPoint, Outlook, Sufficient in Adobe InDesign, WPM 120+, Apple and PC