

## **MARY JANE FLORES**

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September 24, 1977

Cavite, Phils. 4104

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### **SUMMARY**

As a Sales Staff/Associate, I focus on efficiency and quality of service. I am attentive to each customer's needs and knowledgeable about in-house products, practices, and customer relations.

### **SKILLS**

- Marketing strategies skills.
- Verbal and written communications.
- Customers/Clients Relations.
- Negotiating skills.
- Social Media Marketing.
- Ability to adapt new tools and technology.
- Time Management skills.

### **LANGUAGES**

- English
- Filipino

### **EXPERIENCE**

**Real Estate Agent**, 11/2022 - I current work here

**SMDC / LANDSQUARE MARKETING** - Cavite, Phils.

- Showed building models to prospects based on expressed needs and preferences.
- Maintained high referral rates and received exceptional feedback from previous clients.
- Advised prospective clients on current market activities and desirable opportunities in neighborhoods.
- Promoted property sales through adverts, open houses and participation in multiple listing services.
- Submitted all necessary documentation to office broker for file compliance.

**Financial Advisor, 08/2019 - I currently work here**

**INSULAR LIFE - Quezon City, Phils.**

- Identified client financial goals and risk tolerance to recommend products.
- Consulted with clients to assess and meet short-and long-term financial goals.
- Counselling clients on financial matters and provide recommendations investment opportunities, products and services based on client needs and asset availability.
- Addressed queries and provided advice regarding financial plans and strategies to educate and benefit customer needs.
- Demonstrated advantages and disadvantages if different product decisions to provide options, educating and aligning with needs of clients.
- Interviewed clients to identify income, expenses and financial objectives, developing customised financial plans suitable for needs.
- Referred clients to insurance companies and investment firms to facilitate retirement planning and diversify portfolios.

**Retail Sales Associate, 04/2019 - I currently work here**

**FRONTROW - Bulacan, Phils.**

- Learnt about new goods and services by attending seminars, workshops and conferences for demonstrations and walkthroughs.
- Researched and understood current products and services, available features and pricing for use in advising clients.
- Displayed outstanding personal presentation and customer service in customer-facing role.
- Used open-ended questioning to understand customer needs and recommend appropriate products.

## **EDUCATION**

**Certificate of Completion, 11/2023**

**Landsquare Marketing - Cavite, Phils.**

**High School Graduate, 03/1994**

**VMHS (Val. Municipal HS.) - Valenzuela City, Phils.**