

PETER JOHN TENESIO

Real Estate Inside Sales Agent (ISA)
Cold Caller and Appointment Setter
Chat and Email Customer service report

PERSONAL PROFILE

Result driven Sales professional with seven years experience looking for opportunity to identify potential sales targets and grow sales base; coming with influence and negotiation skills, and guaranteed success in business-to-business sales, and long-term customer relationship.

CONTACT DETAILS

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Address: Bacolod City, Philippines

SKILLS AND ABILITIES

- Email and chat support
- Calendar Management
- Strong communication and interpersonal skills
- Time management skills
- Team player
- Collaboration skills
- Motivated and dedicated

- Slack
- Ring Central
- Property Radar
- LightRoom
- Canva

TECHNICAL SKILLS

- Computer Skills: MS Office, Google Drive, spreadsheets, email, PowerPoint, databases, social media, web, enterprise systems.
- Phone skills: Voicemail, forwarding, hold, recording, cold calling
- Google Workplace: Docs, Sheets, Forms, Slides.
- Social Media: Facebook, Twitter, LinkedIn, Instagram, posts, giveaways, customer interaction.
- Productivity: Trello, Slack, Asana, Follow Up
- Graphics: Canva, Lightroom

EMPLOYMENT HISTORY

Real Estate ISA and Admin Assistant

EXP Realty | 2021

- Follow up with prospects via email, phone calls, and other forms of communication to add them to the sales pipeline and generate qualified real estate leads
- Create and maintain a database of prospective and past clients to ensure organized and current information on all leads.
- Segregating leads into qualified and unqualified and feeding them into your CRM (Follow Up) for appropriate follow up.
- Update CRM and MLS with latest property listings, upload property documents and add agents information on the system.

Customer Service Representative

MetroPCS | 2020 - 2021

- Consistent top agent of the month with high scores.
- Offer customer service including but not limited to handling customer questions, problems and concerns via email and phone and online chat services.
- Keep records interactions or transactions, record details of inquiries, complaints, or comments, as well as actions by checking to ensure appropriate changes to resolve all issues.

Chat/Email Support Customer Service Representative

Priceline Travel Account | 2014- 2019

- Cooperating with clients to determine their needs and advising them appropriate destination, modes of transportations, travel dates, costs and accommodations.
- Know how to connect to different people simultaneously.
- Book transportation, make hotel reservations and collect payment/fees.
- Deal with occurring travel problems, complaints or refunds

ACADEMIC PROFILE

College of Arts and Science of Asia and the Pacific

Diploma of Computer Information Technology
Undergraduate 2011-2012

Maranatha Christian College

High School
Graduated in 2007-201