



NATHALIE VILLAMAR

Sales and Marketing

PROFILE

To be able to contribute my knowledge and skills for the growth and development of an organization meanwhile can grow professionally and pursue my interest in establishing a career in the world of marketing.

DATE OF BIRTH

December 25, 1998

AGE:

22 years old

CONTACT

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ACHIEVEMENTS

Dean's Lister 2016-2017

Dean's Lister 2017-2018

President's Lister 2018-2019

AYIMUN (Asia Youth International Model for United Nations) Delegate
Bangkok, Thailand
November 2018

EDUCATION

Canossa School Sta Rosa, PH

June 2011 – March 2015

Polytechnic University of the Philippines

June 2015 – May 2019

BSBA Major in Marketing Management

WORK EXPERIENCE

LICA Hospitality Group (Sales and Customer Service Supervisor) – FMCG, F&B

January 2021 (Makati, PH) Present

- *Supervise sales operations of sales team
- *Build customer base to maximize sales acquisition and retention.
- *analyze field reports and prepare sales documents
- *Supervise and oversee the maintenance of customer database
- *Investigate client's issues/problems and create mutually beneficial solutions
- *Communicate with clients via email and mobile.
- *Request feedbacks from clients.
- *Keep on top of and providing training and key strategies on customer service and upselling products.

Integreon (Research associate) Project Based -BPO

July 2020– (Makati, PH)

- *Geocoding for data collection
- *Collect and analyze data
- *Maintain accurate records, safeguarding confidentiality of data collected
- *Gathering data for energy consumption per client.
- *QA/QC Annual Report checking
- *Update Financial Filings per client

HIKINEX Sales Account Executive

June 2020–July 2020 (San Francisco Bay Area)

HIKINEX is a Multi-Channel integrated service provider that supports companies where and when they need us. Our goal is to help companies scale fast and drive profit. We leverage U.S. and OffShore resources (Manila) to provide superior support services at a fraction of the cost.

CX (Customer Experience)

SOS (Sales Outsourcing Solutions)
RPO (Recruit Process Outsourcing)
eDiscovery Staffing (Offshore Project Management and Data Technicians)
BackOffice Support (Accounting, AR / AP, Executive Support and Administration)

Wan Hai International Shipping Lines Sales and Marketing- Shipping Lines

November 2019–April 2020 (Makati, PH)

- *Update Arrival/ Departure of incoming shipment.
- *Track vessel movement , update Customer Information Customer Relation Service assist/ handle VVIP clients,
- *Send billing/ Compute demurrage/ detention charges -
- * Window billing services with existing clients, brokers and potential clients.
- *Answering email inquiries regarding complaints, concerns and vessel inquiries. Day to day answering phone call inquiries.
- *Day to day checking of vessel contents for documentation

Canadian Manufacturing- Executive Assistant/ Account Executive - Manufacturing

July 2019-November 2019 (Paranaque, PH)

- *Prepares reports, memos, letter and other documents.
- *Helping prepare for meetings
- *Assist the Director for sending quotations, travel arrangements, and attending to clients and visitors
- *Accurately record minutes of the meeting
- *Provide general admin support
- *Sales Call, Cold calling clients, appointment setting and client visit.

Flowerstore.ph Marketing Intern

December 2018-March 2019 (Makati, PH)

- *Handles partnership, collaborations with brands.
- *Handles social media accounts/ Social Media Marketing Promos/discounts
- *Photo-shoot products
- *Designs bouquets for the website

Golden Donuts Inc. HR Intern

January 2017- March 2017 (Quezon City, PH)

- *Interview applicants
- *Rank&File,
- *Clerical Admin Works

SKILLS

