

Daniel Espino

Marketing Assistant

Abu Dhabi

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- To utilize my skills in a company that provides professional growth along with a favorable learning environment.
- To enhance more in dealing with other people or other personalities

WORK EXPERIENCE

Marketing Assistant

Eurotel Philippines - January 2015 to January 2016

- * Compiling and distributing financial and statistical information such as budget spreadsheets
- * Analyzing questionnaires
- * Writing reports, company brochures and similar documents
- * Organizing and hosting presentations and customer visits
- * Assisting with promotional activities
- * Visiting customers/external agencies
- * Helping to organize market research

Sales Representative

Toby's Sports PH - August 2014 to June 2015

- * Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- * Submits orders by referring to price lists and product literature.
- * Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses

Customer Service Representative

Sutherland Global Services- Clark - 2012 to 2012

- * Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- * Opens customer accounts by recording account information.
- * Maintains customer records by updating account information.
- * Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Applicant

EDUCATION

Bachelor of Arts in Communication

Angeles University Foundation

2009 to 2014

Don Bosco Technical Institute of Tarlac
2004 to 2009

Tarlac Montessori School
1998 to 2004

ADDITIONAL INFORMATION

PROFESSIONAL SKILLS

- Exceptional listener and communicator who effectively conveys information verbally and in writing
- Innovative problem-solver who can generate workable solutions and resolve complaints
- Results-driven achiever with good planning and organizational skills
- Computer literate with good typing skills