

Rhea Rose C. Gigante

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Visa Status: Tourist Visa

Valid until: November 12, 2020



Objective: Be able to handle large scope of responsibilities with determination and dedication and to obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Work Experiences:

Expera Middle East Safety Equipments

Marketing Administrative/Secretary

January 2020 – June 2020

Duties:

- Develop and maintain content and communications for marketing campaigns, activities and events.
- Plan and prepare application focused content specifically for publication and sharing across different media channels, including social media posts, email, guides, brochures, newsletters and merchandise.
- Co-ordinate requirements for promotional material as defined by the General Manager.
- Maintain up to date archives of all marketing files.
- Post marketing updates through internal communication channels.
- Evaluate ideas for marketing projects to assess feasibility and requirements in conjunction with the General Manager.
- Keep up to date with best practices in writing for the web and social media.
- Keep up to date with industry specific trends and activities that are utilized to communicate with customers.
- Carry out other related tasks as required.
- Answering calls
- Taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organising and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritising workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organisations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses

Alice Rent A Car, LLC
Archive Clerk/Admin Assistant/Receptionist
Operations Department
January 2018 – June 2019

Duties:

- Answers incoming calls and place direct calls.
- Read, sort, and prioritizes incoming and outgoing mail correspondence.
- Upload rental agreements & documents of customers in the ERP system and RTA system.
- Check-in and check-out of car on ERP system and RTA system.
- Deal with queries from the customers.
- Maintain all activities of Records Management in ERP system
- Classifies and assigns records and sort information according to their type.
- Manages database and ensure that all records are up to date.
- Responsible for coordination with concerned departments regarding and updating documentation.
- Responds to request for information and advice
- Assists with project communication and documentation regarding status of projects.

Bettercar Rental, LLC
Receptionist/Admin Assistant
Operations Department
November 2015 – January 2018

Duties:

- Served visitors by greeting and welcoming them.
- Answered incoming calls, screened, and placed direct calls.
- Took and relayed messages to the management.
- Read, sorted, and prioritized incoming and outgoing mail/correspondence.
- Uploaded rental agreements & documents of customers in the RTA system.
- Checked-in and checked-out of car on RTA system.
- Traffic fines and salik daily monitoring.
- Dealt with customers' queries.
- Provided general administrative and clerical support.
- Prepared correspondence and documents.
- Maintained appointment diary manually and electronically.
- Prepared invoices or financial statements.
- Maintained paper records ensuring information were organized and easy to access.
- Organized and maintained filing systems.

Triumph Int'l, Phil., Inc.**Sales Advisor (Team Leader)****Sales Department****October 2012 – September 2015****May 2007- September 2010****Duties:**

- Enhanced sales staff accomplishments and competence by planning delivery of solutions; answering procedural questions for less experienced team members; teaching and improved processes; mentoring team members.
- Planned and organized daily work schedule to call on existing or potential sales outlets.
- Adjusted content of sales presentations by studying the type of sales outlet.
- Focused sales efforts by studying existing and potential volume of dealers.
- Submitted orders by referring to price list and product literature.
- Always informed the management by submitting activities and results reports, such as daily sales reports, inventory reports, weekly work plans, and monthly and annual territory analysis.
- Monitored competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommended changes in products, service and policy by evaluating results and competitive developments.
- Resolved costumer complaints by investigating problems, developing solutions, preparing reports, making recommendations to management.
- Maintained professional and technical knowledge by attending educational workshops, reviewing professionals' publications, participating in professional societies.
- Provided historical records by maintaining records on area and customer sales.
- Contributed to team effort by accomplishing related results as needed.

Skills:

- Communication skills (written and verbal)
- Planning and organizing
- Prioritizing and meeting Sales Goals
- Problem solving and analytical skills
- Information gathering and monitoring
- Computer skills and knowledge of relevant software
(Microsoft Offices, such as Excel, Outlook, Word, ERP system etc.)
- Knowledge of clerical and administrative procedures and system such as filing and record keeping
- Can handle pressure well

- Supply management
- Good customer service and telephone skills
- Territory Management
- Prospecting Skills
- Negotiation Self-Confidence
- Presentation Skills

Educational Background:

International Open Academy
Hr & Payroll Management
February 2020-April 2020

Tertiary:
Technological University of the Philippines
Bachelor of Science in Entrepreneurial Management
2004-2006

Secondary:
Masbate National Comprehensive High School
Quezon Street, Masbate City
2001-2004

Elementary:
Umabay Extr. Elementary School
Umabay Extr., Mobo, Masbate City
1995-2000

References are available upon request.

Rhea Rose C. Gigante
Applicant