



Adrian Acosta

Sales Expert

Cebu, Philippines

Adrian is **Available to work**

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Links

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Work Preference

Location: Open to relocate

Pattern: Open to Full time or Part time work

Employment: Freelance Assignments, Hourly Consulting, Permanent Positions

Skills

Sales (Advanced)

Virtual Assistance (Intermediate)

Customer Service (Advanced)

Data Management (Advanced)

Process Improvement (Advanced)

Lead Generation (Advanced)

Leadership (Advanced)

Team Management (Advanced)

Customer Relationship Management...

Sales & Marketing (Advanced)

Relationship Building (Advanced)

Customer Satisfaction (Advanced)

Organization Skills (Advanced)

Administration (Advanced)

About

Dedicated and enthusiastic in performing quality job duties, offering several years of solid experience. Able to learn new tasks quickly and proficiently with computer software. Adept at managing multiple accounts simultaneously while maintaining composure and a professional manner. Excellent communication skills both written and verbal that are effective both on-site and online. Highly skilled in customer service management tools as well as Process Improvement.

BRANDS WORKED WITH

Bold Business

AXA Philippines

Teletech Philippines

Sports City International Inc.

Frontrow International

Experience



Sales Data Associate

Bold Business | Jan 2021 - Now

- Produce reports and presentations
- Handle requests and queries appropriately
- Act as the point of contact between the executives and internal/external clients
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Providing administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf



Unit Head Manager

AXA Philippines | Jul 2021 - Now

Talent Acquisition and Management

- Pooling and hiring of new associates and sales support units
- Training and up-skilling of associates
- Target monitoring and performance evaluation of associates
- Mentoring and developing of new associates

Business Development

- Create from scratch a portfolio of key account clients and strategic partners
- Utilize the social media platform and job boards to maximize reach of marketing collaterals and recruitment initiatives

Sales Representative

Teletech Philippines | Jun 2019 - Jun 2020

- work effectively to service, enhance and build relationships with current and future customers.
- focused on achieving revenue quotas, provide professional customer service to commercial, public sector or consumer customers. Whether it's getting answers for customers quickly, consulting on products with compassion or resolving their issues with a smile, and be the difference between their customer experience being just average or an exceptional one.
- bring strong product and brand knowledge, goal setting experience, and passion to negotiate and close a sale, handle objections and rebuttals during customer interactions
- effectively recommend, quote, and negotiate product knowledge with customers to close the sale while identifying and handling all sale opportunities

Industrial Engineer

Sports City International Inc. | Mar 2019 - Jun 2019

Languages

English (Fluent)

Manage and facilitates the portfolio management process by implemented a unique and standard approach, to include various management tasks like capturing the project requests for every division or team and ensuring that there is complete information for assessing projects or not, maintaining up-to-date reports of projects, implementing prioritization models and scores to help assess for the request approval, managing a resource forecast or resource capacity plan in order to understand availability of resources for the projects Create/maintain project management templates to implement standard components that can be reused to save time and money. Ensure that the project management standards are followed by regular performing assessments and provide feedback on a regular basis. Track the status of projects with regular updates from the team leaders and associated members. Compile the collected information and report this to the management to provide a transparent and clear way to track each and every activity of the projects.

● Sales Marketer

Frontrow International | Feb 2015 - Feb 2020

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.
- Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.
- Creating and presenting sales performance reports.

Education & Training

2014 - 2020

● University of San Jose-Recoletos

Bachelor's degree, Industrial Engineering