



Jacob Catipay

Outbound Sales Representative

Seeking an entry-level position as an Outbound Sales Representative to apply strong communication skills and a passion for customer engagement in driving sales and fostering client relationships. Easily adaptable to changing work environments and flexible in learning new skills and responsibilities.

PERSONAL INFO

Phone No.
+639953337088

Address:
Lawaan 1 U.P LOT Talisay City
Cebu

Email:
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KEY SKILLS

- CUSTOMER SERVICE
- DATA ENTRY
- WORD PROCESSING
- COMMUNICATION SKILLS
- ORGANIZATIONAL SKILLS
- MICROSOFT OFFICE
- GOOGLE SUITES

EDUCATION

Talisay City National High School
2022-2023 - High School

Talisay City Central Elementary
School
2015-2016 - Elementary

REFERENCES

References available upon request.

Work History

- March 2023** **OJT – Mariner’s Court**
Job Title: Front Desk Clerk / Housekeeper / Service Crew
Responsibilities:
- Handled guest check-ins/outs, reservations, and inquiries while ensuring a smooth and welcoming front desk experience.
 - Maintained cleanliness of rooms and common areas, ensuring high standards of housekeeping.
 - Served food and provided exceptional customer service in the dining area, ensuring a pleasant experience for all guests.
- 2023 - 2024** **MCC BPO VOICE CALL CENTER SERVICES**
Job Title: Outbound Sales Representative
Responsibilities:
- Developed and maintained strong relationship while delivering exemplary customers service
 - Proven ability to connect with customer and build trust in order to develop and nurture long-term relationship.
 - Experienced in analyzing customer data to identify potential sales opportunities
- 2024** **New Era Marketing Management LLC**
Job Title: Outbound Sales Representative
Responsibilities:
- Conducted outbound calls to promote products or services.
 - Built rapport with customers to generate leads and drive sales.
 - Addressed customer concerns and overcame objections.
 - Exceeded targets in lead generation, appointment setting, and sales conversion.