

Catrina Joy Morecozo



SALES & MARKETING SPECIALIST VIRTUAL ASSISTANT



CONTACT



+63906 137 1281



catrinajoydm@gmail.com



Angono, Rizal, Philippines 1930



EDUCATION

2011 - 2015

BS in Banking & Finance

Polytechnic University of the Philippines

-Graduated with Minor in Service Management

2007 - 2011

Sumulong Memorial High School



SKILLS & PROFICIENCIES

- Excellent communication and interpersonal skills
- Team player
- Sales & Forecast Analysis
- Proficient in MS Office (Word, Excel, PowerPoint)
- Adept in SAP ERP System (OTP/BRS)
- General Virtual Assistance
- Data Entry & Transcription
- Graphic Design via Canva
- Social Media Management
- SEO Management



PROFILE INFO

I'm a dedicated virtual freelancer with a vast experience in sales and marketing which aims to elevate my client's businesses by providing high-quality virtual expertise in helping to achieve their company's goals.



WORK EXPERIENCE

- **Licensed Financial Advisor** • Conducts Financial Needs Analysis for every prospect/client.
Sun Life of Canada (Phils.) Inc.
2021 - Present
 - Manages and provides service to clients' account/s to keep them updated on any changes with their insurance policies and investments.
 - 2021 Top 2 Rookie Advisor - Maria Capra Unit
 - Advisor Activity Track Qualifier
- **Sales & Marketing Specialist**
Panasonic Mfg. Phils. Corp.
2017 - 2022
 - Prepare and present monthly, quarterly and annual sales and marketing results to forecast future sales and market demand.
 - Prepare and study marketing activities on a quarterly basis.
 - Material, vendor & customer DMR maintenance in SAP System.
- **Sales Support Staff**
Mirof Resources, Inc.
2015 - 2017
 - Manage sales order processing, deliveries, and accounts payable of customers.
 - Collaborate, coordinate, and seek approval from all related groups (sales, marketing, logistics, finance, customer service, and top management) to accomplish all tasks.
 - Process claims support, and payments to both suppliers and dealers.
- **HR Intern**
Shore Solutions, Inc.
2010 - 2011
 - Assists in the new hires' orientations; prepares and manages forms and files for newly-hired employees.
 - Supports in accommodating employees' concerns regarding DTR, releasing of paychecks/back pays (for resigned employees)

Check out my portfolio here: <https://bit.ly/3bNEOvQ>