



Work with Integrity

CYNDIE

Cinderella Hufana-Valdez

VIRTUAL BUSINESS PARTNER

Inside Sales Agent/Appointment setter/Admin Assistant/Customer Service

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WORK HISTORY

Virtual Assistance

HRG | October 2017-2020

Inside Sales Agent (Real Estate)

- Appointment Setting
- Lead Profiling
- Calendar Management
- Outbound and Inbound call/text/chat/email
- Administrative Support and Reporting
- Sales and Customer Service

IdialUI | May 2017

Lead Generation Specialist

- Lead generation for credit repair

Call Center Industry

Sutherland Global Services

Consultant December 2014-February 2017

- Technical support for a computer security software
- Licensing Assistance/Customer Service

Cyber City Teleservices Ltd (Iqor)

Coach for Performance Excellence December 2002-October 2013

- Real Time Sales Coaching
- Team Management
- Telemarketing
- Customer Service
- Administrative Assistance

EDUCATION

Saint Louis University, Baguio City Philippines

BS in Commerce Major in Marketing 2001

CONTACT INFORMATION

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my PROFILE

I HAVE A HIGH VALUE FOR INTEGRITY, TRUST AND HARD WORK. I AM A TEAM PLAYER WHO MAY ALSO WORK INDEPENDENTLY AS NEEDED.

I LOVE WORKING WITH OBJECTIVE GENIUS WHO RESPECTS INDIVIDUAL SKILLS AND IDEAS.

IT IS MY PASSION TO DELIVER EXCELLENT CUSTOMER SERVICE EVERY TIME, ANYTIME. OPEN TO UP SKILL TO GROW AND SUCCEED.

I AM READY TO WORK HAND IN HAND WITH YOU AS YOUR BUSINESS PARTNER.

my SKILLS

*SALES & CUSTOMER SERVICE

*ADMINISTRATIVE SUPPORT & REPORTING

* CALL/PHONE/EMAIL SUPPORT

TELEMARKETING/MOJO/VONAG

CRM & CALENDAR MANAGEMENT

*APPOINTMENT SETTING

*MULTITASKING

*COMPUTER (WORD, EXCEL, POWER POINT, G-SUITES)

*CANVA

*DRIVING