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**GLADYS ANNE R. SANTOS**  
VIRTUAL ASSISTANT

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## OBJECTIVE

Enthusiastic, hardworking, self-motivated and professional seeking to gain more experience in an Organization and Company that provides professional career growth, and wishes to lead and contribute to the goals and success of an organization.

## SKILLS & ABILITIES

- ◆ Proficient with the advanced technology application like Office, Powerpoint, Google drive and the internet.
- ◆ Excellent time management and organizational skills.
- ◆ Excellent command on written and verbal communication.
- ◆ Coordinates with the Team to develop and implement strategic plans.
- ◆ Quick thinking and effective decision making.
- ◆ Love for continuous learnings.

## VITALS

**A:** #20 Purok 1, Brgy. Capulaan,  
Balungao, 2442 Pangasinan

**T:** +63-9150754781

**E:** [adetsaints0688@gmail.com](mailto:adetsaints0688@gmail.com)

## EXPERIENCE

### **NEW MARKETLINK PHARMACEUTICAL CORP.**

2016 JULY-2018 APRIL

I worked as Territory Manager, wherein I am visiting Top Doctors, Pharmacist, and Purchasers to ensure sales hitting required visits and attending to the needs of my territory to reach monthly sales target as well as providing utmost service to my clients.

### **HI-EISAI PHARMACEUTICAL INC.**

2012 JULY-2016 FEBRUARY

My second job as Medical Representatives, two (2) territories were given to me. I build my own clients, Doctors/Drug stores/Hospital pharmacies to help me hit my Yearly target. I maximize all the given materials by doing activities, round table discussions to my clients, small clinic activities to ensure purchasing of my products. Do basic admin, letters, inventory and everything that could help me ease with the transactions of my clients.

## EDUCATION

### **ST. JUDE COLLEGE-MANILA, BS NURSING**

Took up this course for my Parents. I came in a Family of Nurses, which I also enjoy taking care of patients, learnings about health and doing community service.

## COMMUNICATION

Adaptable to new concepts and responsibilities, loves continuous learning, proficient in handling diverse tasks simultaneously. Skilled at building effective and productive working professional relationships with clients and staff.

## REFERENCES

### **MR. LEONARDO LAGAZON**

0917-7785545

### **MS. CHARMAINE MENE**

0917-7791682

### **MS. MARY JOANELLE JOY MOLINA**

0917-8848679