

#1 Catalina Subdivision Rosario,
Pasig City, Zip code 1600
0955-099-2605
princessd.cruz15@gmail.com



PRINCESS DIANA O. CRUZ

OBJECTIVE

To be able to establish my career in areas where I can fully utilize my strengths and potentials that will enable me to use my strong educational background, interpersonal skills, and managerial abilities to help the company meet and surpass its goals.

SKILLS & ABILITIES

- Computer Literate and Proficient in MS office.
- Outstanding time management and ability to meet deadline
- Excellent in communication and interpersonal skills
- Creative thinking skills
- Planning and organizing
- Multi-tasking

EXPERIENCE

ACCOUNT EXECUTIVE – SALES AND MARKETING DEPARTMENT

September 2019 – Present

CLINICA MANILA PASIG - Unit 158, SM Center Pasig, Frontera Verde, C5 Road, Brgy. Ugong, Pasig City

- Conducts sales presentations and reports.
- Prospects corporate clients through field work, internet, telemarketing, etc.
- Facilitates Marketing initiatives for promotion
- Designs and develops layout for marketing collaterals using Adobe Photoshop
- Assists corporate clients and patients during and beyond treatment.
- Coordinates with HMO and corporate accounts and contracts.
- Interviewing the applicant doctors

SALES REPRESENTATIVE - DATASHIELD OEM SOLUTIONS, INC.

April - September 2019 – Jennys Ave. Rosario Pasig City

- Knowledgeable about Structured Cabling
- Customer relationship
- Responding to customer inquiries and coordinating with other organizations
- Partnering with other channels to build a pipeline and close deals

ON THE JOB
TRANINGS

Robinsons Bank - January to April 2017
D. Guevara Branch, Mandaluyong City

Robinsons Homes – Main (Sales and documentation) – May to August 2017
Robinsons Galleria, Quezon City

EDUCATION

RIZAL TECHNOLOGICAL UNIVERSITY – BRGY. MALAMIG, MANADALUYONG CITY
BACHELOR OF SCIENCE IN BUSSINESS ADMINISTRATION MAJOR IN
ENTREPRENUERSHIP

School Year: 2014 – 2018

SECONDARY: RIZAL HIGH SCHOOL – BRGY. CANIOGAN, PASIG CITY

School Year: 2010 - 2014

PRIMARY: ROSARIO ELEMENTARY SCHOOL – BRGY. ROSARIO, PASIG CITY

School Year: 2004 - 2010

PERSONAL
INFORMATION

Date of birth: October 13, 1997

Place of birth: Rosario, Pasig city

Age: 23 years' old

Civil status: Single

Sex: Female

Nationality: Filipino

Languages: English and Tagalog

ORGANIZATION

UNBOUND (Formerly St. Vincent Foundation for Children & Aging,
Inc.)

2004 – 2018

REFERENCES

EZEKIEL S. BERUELA
HR and Admin Officer
0965-407-5103

KAREN ROJA
ACCENTURE| IT - ASSOCIATE SOFTWARE ENGINEER
0936-784-7298

CATHERINE SADDA
Account Officer Corporate Pag-Ibig
Servicing Unit

MARISSA SAPICO
Registered Nurse
0977-626-7234

Princess Diana O. Cruz
Applicant