



JUNNIE M. PELLEGAS

VIRTUAL ASSISTANT

PERSONAL PROFILE

I'm driven to improve my abilities and advance professionally at all times. I am confident in my abilities to come up with creative marketing strategies that will be remembered.

CONTACT

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EDUCATION

UNIVERSITY OF MINDANAO
MATINA CAMPUS, DAVAO CITY
BACHELOR OF SCIENCE IN
NURSING 2004 -2009

SKILLS

- Communication and networking abilities
- Working well in a group as well as on your alone is a must.
- The capacity to multitask and operate under duress
- Ability to follow directions and provide high-quality outcomes.

WORK EXPERIENCE

Hyundai Home Plus Incorporated (Interior Designing / Home furnishing Company) SALES AND MARKETING MANAGER NOVEMBER 16, 2009 TO MARCH 1, 2021
JUN 2019 - JAN 2020

- In-charged of the daily operations of the marketing department.
- Drafted quotations and proposals for marketing. Conducted trainings and orientations of the marketing staff in Field
- Tracked the progress of sales and trouble shoot concerns.
- Coordinated with the accounting department on sales related issues.
- Spearheaded the marketing team. Inventory of stocks on monthly & weekly basis.
- Conducted demos of products in conventions, client request and orders.
- Checked items for delivery before release.

CONT.

- Prepared marketing brochures and other marketing needs.
- Promoted the company's existing brands and introducing new products to the market.
- Analyzed budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.
- **Researched and developed marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.**
- Gathered investigated, and summarized market data and trends to draft reports.
- Implemented new sales plans and advertising.
- Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives.
- Maintained relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.

**PROFESSIONAL REGULATION COMMISSION
(PHILIPPINES PROFESSIONAL LICENSING
BODY)**

- License Holder NURSE

**C H A R A C T E R
R E F E R E N C E :**

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Work Force Manager - Concentrix Davao

Virtual Assistant - Outsourceddoers

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Virtual admin assistant - Teamficient

