

JINELLE TOLENTINO

Address:

Lakeview Manors, Taguig City, Philippines

Phone:

+63 915 996 5550

Email:

jinnelle.tolentino@gmail.com

Summary

National Sales Manager with 5+ years experience in Customer Service in the Hospitality Industry and about 3+ years experience in Sales with the extensive scope of the following but not limited to account management, business management, lead generation, negotiations, relationship management, admin tasks, and sales related duties and responsibilities with a successful track record of achieving sales targets usually 110% over budget and or forecast.

Skill Highlights

- Account and business management
- Interpersonal communication skills
- Complex problem solver
- Sales presentations and demos
- Product and brand knowledge
- Time management
- Customer service oriented
- Customer and client relationship

Experience

National Sales Manager - 04/2022 to Present**SM Hotels and Conventions, Manila, Philippines**

- Generating leads for all 4 hotels and 8 SMX Convention Centers
- Facilitating oculars and meetings with prospective clients
- Account and relationship management
- Telemarketing, cold calling and soliciting of potential leads
- Business management and exceed sales target
- Manage client negotiations and preparation of proposals
- Contracts preparation and sales presentations

Cluster Sales Executive - 08/2019 to 12/2021**Marriott International, Manila, Philippines**

- Generating leads for all 3 hotels under Marriott International – Philippines
- Facilitating oculars and meetings with prospective clients
- Account and relationship management
- Telemarketing, cold calling and soliciting of potential leads
- Business management and exceed sales target
- Manage client negotiations and preparation of proposals
- Contracts preparation and sales presentations

Education

Master's Degree: **Master of Business Administration** – 10/2021 to Present
De La Salle University, Manila, Philippines

Bachelor of Science: **Hotel, Restaurant and Institution Management** – 05/2012 to 03/2016
Major in Hospitality Management

Languages

English – C2 (Native/Bilingual)
Tagalog/Filipino – C2 (Native/Bilingual)
Spanish – A1 (Beginner)

Certifications

Certified Guest Service Provider
American Hotel and Lodging Association, AHLA

- Making Connections Certificate
- Golden Opportunities Certificate