



CECILLE LINATO GAMO

Contact no. : 09974001065
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Malabanban Sur, Candelaria Quezon
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Profile

An experience Profession with over 2 years in sales industry. Effective and efficient in terms of customer satisfaction and risk mitigation. Have Knowledge in file management, report, payments, accounts and system updating such as preparation of Customers loyalty contact, agreements and other documents.

Professional Goals

An experience professional aiming to enhance skills in the best possible way for achieving company's goals. Striving to build a long-term career in business industry with opportunities for career growth to solve problems in an effective/ creative manner in challenging position.

PROFESSIONALEXPERIENCE

Marketing and Events Supervisor – 2019 UP TO PRESENT

Company Name: **GP SUITES AND EVENTS PLACE INC.**

Achievements:

NC-II Housekeeping Passer
With a High Sales under my Quota

Key Responsibilities:

- Answering phone calls
- Generate client leads about Venue Rentals and room Accommodation
- Review the purchase contracts to ensure terms are met
- Recruiting, training and supervising staff.
- Managing budgets.
- Maintaining statistical and financial records.
- Planning maintenance work, events and room bookings.
- Handling customer complaints and queries.
- Promoting and marketing the business

Home Owners Association - Administrative Assistant

Company Name: **Cajesar Development Corporation (Greener Pastures)**(June 2018) –

- Answering phone calls
- Assisting the board and Home owners in complying with association
- Collecting HOA comments and Suggestions about the facilities
- Responsible for a variety of tasks related to the maintenance and upkeep of a residential community.
- Handles the financial matter of the HOA including the collection of association fees from residents
- Facilitate meetings between the Board of Directors and the the Home owners
- Creates Rules and Regulation within the community
- Managing financial budget on an annual basis

Sales Agent (Real Estate)

Company Name:

***Cajesar Development Corp. (Greener Pastures)**

***Camella**

***Lumina**

***Demeter Land**

Achievements:

- Top Seller (August to December 2018)

Key Responsibilities:

- Generate client leads to buy & sell
- Counsel clients on market conditions, prices and mortgages
- Show properties to potential buyers
- Present purchase offers to sellers
- Review the purchase contracts to ensure terms are met
- Promote properties with ads, listing and open houses

- Prepare loyalty contracts, purchase agreements, deeds and other documents for each real estate transactions
- Managing budgets.
- Maintaining statistical and financial records.
- Planning maintenance work, events and room bookings.
- Handling customer complaints and queries.
- Promoting and marketing the business.

EDUCATION / PROFESSIONAL CERTIFICATIONS

- **Bachelor Degree of Science in Business Administration Major in Management Accounting**, YR 2015-2019
Tayabas Western Academy
Malabanban Norte Candelaria Quezon
- **Manuel S. Enverga University Foundation Candelaria, Inc.**, YR 2008 - 2014
High School
Candelaria, Quezon, Philippines
- **Candelaria Elementary School (Main)**, YR 2003-2008
Elementary
Poblacion Candelaria Quezon

SKILLS

- Computer Literate. Proficient in Microsoft Office including excel and power point
- Excellent customer handling skills

ACHIEVEMENTS

- (NC3)Certified Bookkeeper Passer
- Best in Feasibility Study Awardee
- (NC2)Housekeeping Passer

CHARACTER REFERENCE

Ms. Zinia Raphaelle Esmabe

Marketing Supervisor

Cajesar Development Corporation (Greener Pastures)

Concepcion 1, Sariaya Quezon

0955-760-5879

Mr. Rolando Remojo

Operation Head

Cajesar Development Corporation (Greener Pastures)

Concepcion 1, Sariaya Quezon

0918-243-9455

Ruby Kates Hernandez

Financial Advisor

BDO, Rosario Batangas

0939-901-9186

“I hereby certify that the above information given are true and
Correct as to the best of my knowledge.”


Cecille Linato Gamo

Applicant

