

## NORMAN L. CUA

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### Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization. And to use my talent and ability where my values and principles reflect.



### Skills

Sales and Marketing Customer Service Administrative works Data Encoding



### Experience

#### Reva Global Inc.

*November 15 - Present*

Real Estate Virtual Assistant

Organize Data and Creating Daily Reports

Comparative Market Analysis

Word Processing, Spreadsheet, Presentation etc.

Build and Fill out Buyer Leads (Research, Compile, Manage)

Skip Tracing

Social Media Marketing

Drip Campaign (Create Marketing Materials such as Flyers, Posters and postcards)

Website Creation

Propert Management

#### Ubiquity Bacolod

*March 2021 - October 2021*

Customer service Representative

Provide customer support to our valued cardholder

Troubleshoot cardholder online account center

Walk Through cardholders online how to activate their upgraded Debit Cards

Filing dispute on unauthorized transaction

Explaining transaction history on customers account

**Focus Direct Inc.**

*October 2020 - February 2021*

## Customer Service Representative

Provide customer Service and technical support to customer

Troubleshoot customer's solar system

Scheduling technicians

Provide damage resolutions

Handled billing and explaining about customers monthly bills

**Devoted Marine Maritime Consultancy Services**

*August 2015 - 2021*

## Manager

Managed the entire operation of the business

Handled fees adjustment

Create relation with clients and make them feel as part of the family

**Philam Life**

*January 2013 - October 2013*

## Financial Advisor (Part Time)

Finding leads and present the products

Making financial awareness to clients

Closing the deals

**Asia Brewery Inc.**

*January 2013 - December 2014*

## Saleman

Daily field works

Advertising and selling all products under the company

Filing daily reports

Auditing

**Amaia Land Corp. (Ayala Land Company)**

*January 2012 - December 2013*

## Property Specialist

Corporate sales

Marketing

Finding leads

Conducting presentation to prospect clients

Closing the sale

Assist customer their their mortgage with the banks

**Driefil Mktg. Corp. LTD**

*April 2010 - December 2011*

Purchaser

Incharge of purchasing construction materials

Audit stocks

Installation of new compressed air pipes

**Sprayworks (A Thermal Coating company)**

*May 2009 - March 2010*

Mechanical Crew

Administrative works

Data encoding

Incharge of repairing pumps

Handled engineering department of the factory



**Education**

**Riverside College**

*2008*

Bachelor of Science in Psychology