

# Jasper Marquez

Senior Property Specialist

## Education

- 2016-2020  
Polytechnic University of the Philippines  
Sta. Mesa Manila  
BS Entrepreneurship - CUM LAUDE
- 2010 - 2011  
Pulong Sta. Cruz National High School  
Sta. Rosa, Laguna  
Honorable Student - President of Supreme  
Student Government

## Work Experience

- Senior Property Specialist  
Robinsons Land Corporation | 2022-2022
  - Promote, Market and sell the projects.
  - Accredited real estate network marketing and sale of the principal projects.
  - Handle pending accounts of the clients left by such member until such accounts are reassigned.
  - Ensure completion of necessary reservation and booking documents of all buyers.
  - Ensure that each and every buyer/client is assisted and managed to the full satisfaction of said buyer/client.
  - Participate in training seminars provided by the Principal and its subsidiaries and affiliates.
  - Follow and coordinate with the Principal on guidelines and circulars on Discount, Special Rebates, Incentives, Promos, Advertisements and Promotions.

## About Me

A young man who held 3 different jobs (Local Store Marketing Representative, Freelance Events Host and Owner of Small Business) to sustain and support himself while he studied graduated Cum Laude from Polytechnic University of the Philippines Sta. Mesa Manila.

## Expertise Skill

- Sales and Marketing
- Problem Solving and Adaptability
- Leadership and Management
- Communication
- Time Management

## Contact Me

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# Achievements

- Conferred as a Civil Service Eligible for Honor Graduate
- Resource Speaker Award
- Employee Recognition - For being punctual for six (6) consecutive months
- Best Crew - Guest Experience Leader Award
- Leadership Award
- President of the Supreme Student Government Award

# National Certificates

- NC II Passer - TESDA  
Food and Beverages Services
- NC II Passer - TESDA  
Bread and Pastry Production

# Seminars & Trainings

- DIGI-TECH: Advancement of Business thru Technology
- RISE ABOVE FEAR: Millennial Entrepreneurs of today
- ENCHANTED: Unlocking the Realm of Senses in Marketing
- INFINITY TRENDS: The Secret Behind Immersive Marketing Triumph
- NAVIGATING THE FUTURE: Striving Business Leader in the Age of Artificial Intelligence, Innovation and Globalization
- THE GAME PLAN: Get Equipped to the next level
- THE PRACTICAL PASSION: An Invasion to ENTREPportunities
- Power up your Success
- Business Development Workshop
- Mind Blown
- Feel Good moments Workshop
- Party Hosting Workshop
- Local Store Marketing Class

## ● Sales and Marketing Assistant

Bloomsocial Inc. | 2020 - 2022

- Check all emails, inquiries and messages. Track and record all qualified and unqualified clients.
- Answer inbound calls. Make outbound calls. Convert calls into deals.
- Align clients to the promos, discounts and other promotional approach that the company offers.
- Prepare presentation, quotations, actual sample and other related actions in order to close a deal.
- Arrange and collect the billing payment of the client.
- Complete the project assignment proposal to be use on the production process.
- Generate improvements of sales and marketing approach and strategies to enhance clients satisfactory experience.

## ● Local Store Marketing Representative

Golden Arches Development Corporation | 2015 - 2019

- Coordinate from top level management to service crews on the implementation and cascading of all new items and products to ensure quality and to meet the standards needed for the production process.
- Implement and execute the projected daily targets to improve high standard of service.
- Provide strategic plans on how to make reports about monthly sales, evaluations and performances that transcends and empower crews to do extra mile in the workplace.
- Checked and inspect the workplace premises to verify all details of the project brief are being followed.
- Attended classes, seminars and trainings.
- Perform other duties and oversee special projects and assignments as may be assigned.