



Hydee N. Gutierrez

Lead Generation Specialist/General
Virtual Assistant

Professional Skills:

Sales, Lead Generation, Marketing, Appointment Setting, Inbound/Outbound Calling, Cold Calling / Messaging / Emailing, Data Entry / Management, Email Management / Customer Service Support, Customer Support, ECommerce, Calendar Management and Basic Photo Editing

Contact:

+639957128175

hydeegutierrez1995@gmail.com

Skype: 7a6cc2f2543728e

Education:

DMMA College of Southern Philippines 2011-2016

Bachelor of Science in Customs
Administration

Daniel R. Aguinaldo National High School 2007-2011

International Christian School of Davao 2003-2007

VA Work Experience:

Client Name: David Omari Kollie (Youtube Coach)

Under weassist.io client

Position: Lead Generation Specialist

Dates: August 2021-March 2021

Main Task: Respond to IG messages and convert leads to sales. Respond Tiktok Comments and enroll leads to Kajabi.

Tools Used: Instagram, Tiktok, Microsoft Word and Google Sheets, Nord VPN, Kajabi, Trello and G-suit

Client Name: Celia Smith (Luxury Travel Content Creator of Weekend Productions)

Under weassist.io client

Position: Lead Generation Specialist

Dates: May 2021-July 2021

Main Task: Generate leads from IG and LI and convert it to sales.

Tools Used: Instagram, LinkedIn, Microsoft Word and Google Sheets, Nord VPN, Trello and G-suit

Company Name: High-Performing Coach (HPC)

<http://highperforming.coach/>

Position: Lead Generation Specialist

Dates: December 2019-February 2021

Main Task: Generate leads from LI and convert it to sales. Advance Prospecting.

Tools Used: LinkedIn, Microsoft Word and Google Sheets, VPN, Trello and G-suit

HYDEE N. GUTIERREZ

Lead Generation Specialist/General Virtual Assistant

VA Work Experience:

Client Name: Jasper Real (Liquidation Company Owner)

Address: Chicago, IL 60007

Position: General Virtual Assistant

Dates: June 2019-February 2021

Main Tasks: Creating Product Manifest and Uploading products on Shopify. Property Listing and Email Marketing

Tools used: Shopify, Facebook, Microsoft Word and Google Sheets, Hubspot, G-suit, umper, Zillow, Mailchimp and Canva

Company Name: Gogograndparent

Address: 260 King st, Suite 1219, San Francisco, Ca 94107

Position: Phone Operator

Inclusive Dates: May 2018-February 2019

Main Tasks: Phone Support

Tools Used: Company CRM, Slack, Google Sheets and G-suit

Company Name: VAA Philippines

Address: Manila, Philippines

Position: Product Expert Specialist

Dates: March-May 2018

Main Tasks: Product Lister

Tools Used: Amazon Seller Central, Google Sheets, G-suit and other Ecommerce store for items source

BPO Work Experience:

Company Name: Awesome OS Philippines

Address: Ayala Business Center - Matina Town Square Davao del Sur PH, Gen. Douglas MacArthur Hwy, Talomo, Davao City, 8000

Position: Customer Service Representative

Inclusive Dates: September 2016 - March 2018

Main Tasks: Phone, chat and email support

Tools Used: Zendesk, Asana, Helpscout, Magento, Google Sheets and G-suits

Company Name: Teleperformance Philippines

Address: 2/F Annex Building, SM City Davao, Quimpo Boulevard, Ecoland, Matina, Davao City, 8000 Davao del Sur

Position: Technical, Billing and Customer Service Representative

Dates: February-August 2016

Main Tasks: Phone support

Tools Used: ACSR, CID and Auaya

Company Name: Cybercity Philippines

Address: Lioc Kui Fraternity Bldg, 16 P. Sobrecarey St, Davao City, 8000 Davao del Sur

Position: Customer Service Representative

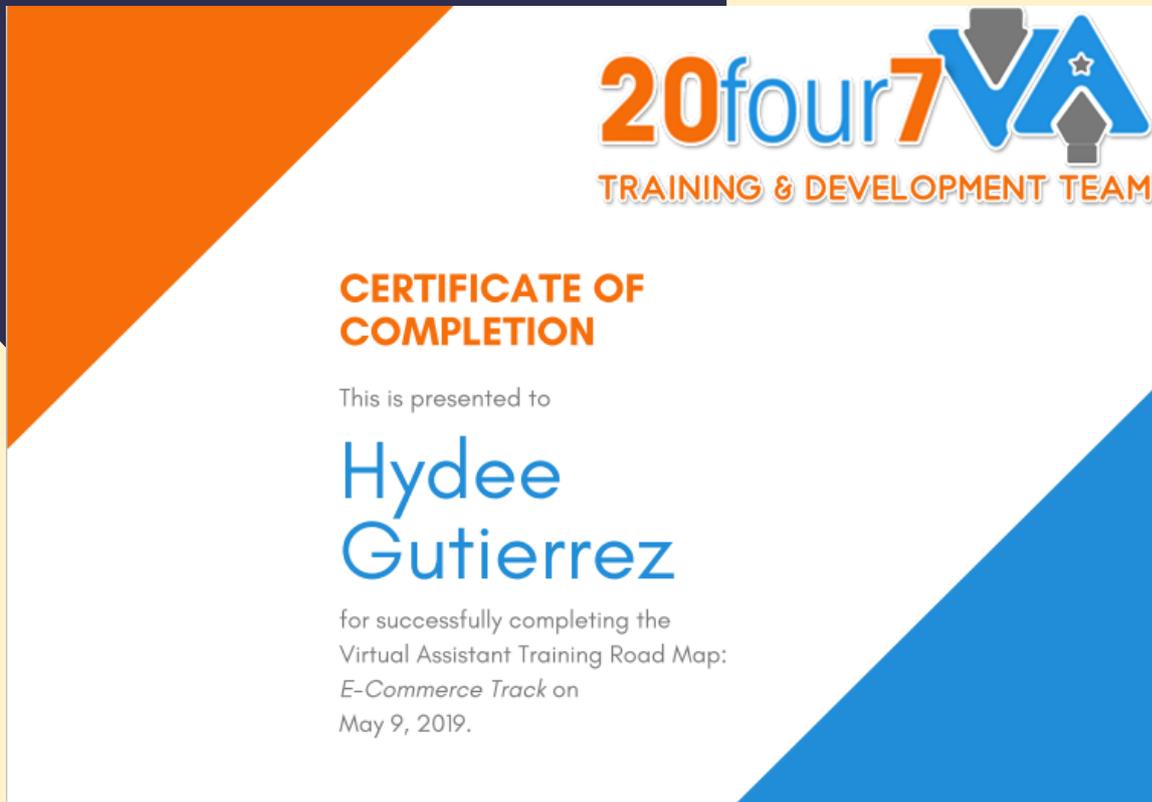
Dates: September - February 2016

Main Tasks: Phone support

Tools Used: Company CRM

Training Attended:

Ecommerce Training:



Certificate of Employment Link:

<https://drive.google.com/file/d/13jpASvYyENHagP78FNa8zaH0mm7fVlnP/view?usp=sharing>