

JOHN EDWARD B. AREOLA

 #44, St. Patrick Subd. Upper Irisan, Baguio City,
Philippines, 2600



www.linkedin.com/in/john-edward-areola

 09270444941

 johneareola@gmail.com

Marketing professional with history of meeting company goals, utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn and achieve personal and career growth.

Skills

- Team Leadership & Supervision
- Sales & Marketing
- Teamwork & Collaboration
- Verbal and written communication
- Client communication
- Microsoft office proficiency
- Sales expertise

Languages

- English
- Tagalog
- Ilocano

Trainings/ Seminar

- **Know your Money-** BSP La Union, 2019
- **Anti-Money Laundering Act-** Eastwest Rural Bank, 2015
- **People Handling and Leadership-** University of the Cordilleras, 2014
- **BRANDTOLOGY: Marketing Globally-** Step-Up International Services Inc. UP Diliman, 2013
- **Customer Relations-** University of the Cordilleras, 2013
- **Records Management-** University of the Cordilleras, 2013

Interests

- Music
- Sports
- Games

Work History

Account Officer September 2022-March 2023
Credit Access Philippines (One Puhunan) - Bokawkan Rd. Baguio City

- Marketing of new borrowers;
- Conducts Background Checking and Credit Investigation;
- Assists client in preparing loan documents;
- Prepare loan application and loan proposal;

Team Leader Store June 2019- October 2020
Eastwest Rural Bank- Yandoc St. Baguio city

- Prepares and reviews business plan for the branch.
- Monitors branch performance.
- Acts as the Alternate Primary Custodian of the Branch. Shall assume the responsibility of the Operations Officer in the absence of the Branch Operations Officer.
- Responsible in over-all management of Branch, such as deposit campaign, operations and loans generation.
- Ensures that all loan approvals are strictly complied and they adhere to the approved prescribed policies and procedures.
- Supports all marketing promos and programs making sure that it is pushed actively in the branch.
- Develops and maintains a good working atmosphere and harmonious working relationships among staff.

Loans Specialist March 2016-June 2019
Eastwest Rural Bank- Yandoc St. Baguio city

- Marketing of new borrowers;
- Conducts Background Checking and Credit Investigation;
- Assists client in preparing loan documents;
- Prepare loan application and loan proposal;
- Processes approved loans;

Sales & Service Representative June 2015-August 2015
Autoshack Yokohama Inc.

- Handling of incoming clients: Inquiries, Purchase, Mechanical Services.
- Procurement of materials
- Conducts Inventory checking.

Clerk September 2014 to January 2015
Saint Louis University- Bonifacio St. Baguio City

- Help in the preparation of SLU College Entrance Examination materials to be sent to the different Schools in the Philippines.
- Processed application forms for the SLU Entrance Examination.
- Assisted in the satellite entrance examination of SLU in the cities of Olongapo, Cabanatuan, Laoag and Vigan.
- Help in the admission Procedures of Students.

Education

BSBA-Marketing Management- University of the Cordilleras, 2011-2014
Automotive Servicing NC1- BSBT Colleges, 2015-2015