

# JEMIELYN F. PASTORAL

+1 604-791-9398



Marketing Associate

jemielynpastoral@gmail.com



#110 - 1909 Salton Road, Abbotsford BC V2S 5B6



## SUMMARY

Highly motivated and results-oriented professional with a proven track record of driving business growth through a targeted marketing approach. Proficient in assessing the needs and desires of clients and providing relevant product and service solutions. Effective in engaging in persuasive conversation to demonstrate how offerings can add substantial value to customers' lives and address their specific needs. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Technological Institute of the Philippines - TIP

Bachelor of Science in Business Administration, Major in Marketing Management  
2014 - 2018

## SKILLS

- Strong organizational and time-management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Experience in B2C marketing, client acquisition and retention.
- Effective at addressing and resolving customer complaints and concerns while adhering to company policies.
- Meticulous record-keeping and document management to support organized and efficient financial operations.
- General administrative support, including phone management and inquiry handling.
- Proficient in processing invoices, bills, and expenses with a focus on accuracy and timeliness.

## PROFESSIONAL EXPERIENCE

### Marketing Associate (Telemarketer)

Diamond Finance Corporation - Manila, Philippines | 2018 - 2023

- Conducted outbound calls to potential customers from provided lead lists.
- Presented products or services to prospects and provide detailed information.
- Engaged in persuasive and convincing conversations to generate interest and make sales.
- Followed telemarketing scripts and adhere to compliance regulations and company policies.
- Met or exceeded call and sales quotas or targets.
- Handled objections and rejections professionally, aiming to convert prospects into customers.

### Administrative Assistant

Diamond Finance Corporation - Manila, Philippines | 2018 - 2023

- Managed calendars, scheduled appointments, and arranged meetings and conferences.
- Processed and recorded invoices, bills, and expenses accurately and in a timely manner.
- Performed data entry, filing, and document management to support the efficient operation of the office.
- Provided general administrative support to the team, including answering phones and directing inquiries.