ABOUT ME

Professional individual that is self-disciplined, well-organized, and versed in many areas of management, marketing, administrative, sales, and customer service.
I am a good team player with a positive approach in my daily activities. I am looking forward to using my experience and skills in an administrative profile and sales ability.

CONTACT

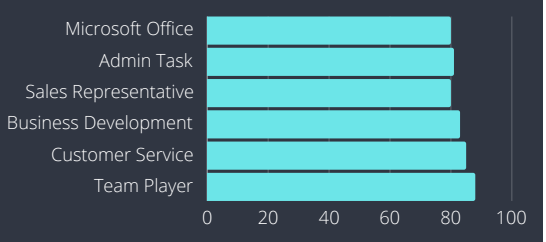
Address:
80 Acacia St., Cembo, Makati

Mobile:
0965-198-6067

Facebook:
hhttps://www.facebook.com/roxannedapatludovice

Email:
dapatroxanne.25@gmail.com

SKILLS



Roxanne D.Ludovice

Business Development Consultant

EXPERIENCES

BCI ASIA PHILIPPINES, INC.-MAKATI
Senior Business Development Consultant — 2021 up to present

- To enhance BCI Asia's market penetration by identifying new sales opportunities and generating new business
- Meet or exceed sales objectives by promoting and selling BCI Asia products through professional sales techniques including telephone, e-mail and meetings
- Making outbound cold calls and field sales visits to prospects
- Qualifying prospects, tailoring solutions and providing quotations
- Achieving key performance indicators and sales targets
- Manage all sales activities through company CRM system
- Continually improve product knowledge and selling skills
- Mentoring of new staff when required
- Building of relationships with BCI clients
- Uphold BCI Asia's philosophies, values and guiding principles
- Other tasks may be assigned

TDT POWERSTEEL CORP - BATANGAS CITY
Sales Representative — 2019 to 2021

- Responsible contacting and securing new business accounts/customers.
- Prospecting of new clients thru cold calls.
- Attends to telephone inquiries.
- Creates sales orders thru Quickbooks
- Follows up customer requirements and inquiries.
- Follows up delivery schedule of purchase order made by clients.
- Follows up payment thru check, cash or online payment.
- Welcome visitors/customers in a warm and friendly manner, and answer any questions they have
- Performs duties may be assigned from time to time.

MUNICIPAL BUDGET OFFICE - LGU SAN TEODORO
Office Clerk — 2011 to 2016

- Provide administrative/clerical support to the Municipal Offices.
- Re-checks payroll of employees.
- Maintain office files and records to ensure they remain updated.
- Organizes and prepare documents needed for bidding.
- Enter Annual budget data from paper to computer provided by MBO. Assist the MBO for her presentation at the budget hearing
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Utilize office appliances such as photocopier, printers etc. and computers for word and excel processing.
- Performs other duties as requested.

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EDUCATION

LYCEUM OF THE PHILIPPINES UNIVERSITY-Batangas City

Bachelor of Science in Business Administration
Major in Marketing Management

Under ETEEAP Program
Year 2021

UNIVERSITY OF BATANGAS-Batangas City

Associate in Computer Technology in Information Technology
Year 2011

ACHIEVEMENT & SEMINARS ATTENDED

Ranked as Top Salesman from various months 2021 up to present-BCI Central Sales Department

Awarded as Top 8 Salesman-POWERSTEEL CORP.-Nationwide for the Year 2020

Seminars about: Pre-bid conferences, Budget Hearings, GAD Training BAC Office & Municipal Budget Office San Teodoro, Oriental Mindoro 2012-2016