

# CYRISH CAMILLE ONG

## BUSINESS MANAGER

### CONTACT DETAILS

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 Cyrish Ong | LinkedIn

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### SKILLS

- Excellent Client Servicing and Marketing for B2B and B2C Market
- Sales and Marketing
- Lead Generation
- Account Management
- Persuasive presentation skills
- Excellent analytical skills
- Goal driven & highly motivated
- Adaptability
- People Management
- Gracefully working under pressure
- Zoho App System
- Pipedrive CRM software

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### EDUCATION

#### BACHELOR OF ARTS MAJOR IN MASS COMMUNICATION

San Sebastian College, Recoletos  
Manila

2005 - 2009

### SUMMARY OF QUALIFICATIONS

Bachelor of Arts in Mass Communication with 10+ years of B2B sales experience. In a business management function, reaching 100% of sales income with excellent client connections, negotiating, and people management.

### PROFESSIONAL EXPERIENCE

#### BUSINESS MANAGER

##### MIMS Philippines (MediMarketing Inc.)

*March 2015 - Present*

Revenue generator and key sales front liner in dealing with clients for MIMS/MediMarketing's products and services and ensures to deliver a win-win situation for both client and the company.

- Achieved personal goals and management set sales targets.
- Attended client meetings and delivered high-quality presentations.
- Generates and submits the appropriate proposals, marketing plans, and insertion orders to clients for sign-off and retrieves signed contracts and purchase orders accordingly.
- Identifies and researches on new business opportunities.
- Submits accurate sales forecasts for the year and ensures its delivery by yearend.
- Draws up plan with various sales and marketing strategies to attain sales quota.
- Ensures profitability of accounts by managing collections and expenses.
- Reports on sales, activity and performance as required.
- Ensures fulfillment of sales orders.

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## **Achievements and Awards from MediMarketing Inc.:**

- 2024 Early Signing Bonus Award
- 2023 MIMS Star Awards - Top Awardee for Insightful
- 2023 Early Signing Bonus Award
- 2022 Annual 110% Performer Award
- 2022 Regional Rank Top 1 Super Sprinter Award
- 2022 Early Signing Bonus Award
- 2021 Annual 101% Performer Award
- 2021 Runner-up for MIMS Star Awards for Philippines
- 2021 MSE Star Performer for Philippines
- 2019 Annual 100% Performer Award
- 2018 Annual 100% Performer
- 2018 4th Quarter MIMS Star Recognition- ENGAGING

## **INTAKE COORDINATOR (FULL REMOTE)**

### **WooW Canada Immigration**

**January 2023 - March 2024**

First point of contact with clients and demonstrates strong client servicing, assisting them in realizing their dreams of immigrating to Canada.

- Corresponding with new clients via e-mail and over the phone to gather required documents and information.
- Perform outbound calls to prospective B2C clients to create sales opportunities and develop new business.
- Discuss in detail and persuade clients to avail our consultation services.
- Providing an overall exceptional customer service experience.
- CRM Management managing hundreds of B2C clients.
- Following up with clients to collect necessary documents and information as required.
- Learn about various types of immigration matters.
- Providing a follow up support to Consultants and Immigration Case Analysts as needed.
- Gather feedback and report to Corporate Sales Manager and CEO, helping to increase the company's sales conversion rate, with a focus on converting prospects into actual clients.
- Respond and attend to ad hoc tasks as required by the business.
- Meet the objectives set by the business.

## **PROPRIETOR**

### **Mama Lot's Bilao and Food Trays To-Go**

**May 2020 - March 2024**

A dedicated business owner, contributing to the success of Mama Lot's, our cherished family business, through culinary expertise, operational excellence, and a commitment to exceeding customer expectations.

- Food Preparation: Proficiently prepared a variety of dishes according to Mama Lot's recipes and quality standards.
- Cooking: Executed cooking techniques with precision to ensure consistency in taste and presentation across all dishes.
- Menu Development: Collaborated with the culinary team to develop and refine menu items, considering customer preferences and seasonal ingredients.
- Ingredient Management: Managed inventory levels and maintained freshness of ingredients by practicing FIFO (First In, First Out) and proper storage procedures.
- Kitchen Organization: Maintained a clean and organized kitchen workspace, adhering to sanitation and safety regulations.
- Team Collaboration: Worked closely with fellow kitchen staff to ensure smooth operations during peak hours, effectively communicating orders and coordinating tasks.
- Customer Service: Interacted with customers when necessary, addressing inquiries and accommodating special requests to ensure a positive dining experience.
- Adaptability: Demonstrated flexibility in adapting to changing demands and contributing to various kitchen duties as needed.

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## **ADVERTISING SALES MANAGER**

Medicomm Pacific, Inc.

**Philippine Pharmaceutical Directory (PPD) and  
www.TheFilipinoDoctor.com**

**May 2013 - February 2015**

Generates sales revenue for the company by delivering sales activities and managing key accounts by developing good Business to Business relationships with clients via face-to-face interaction with Marketing Executives including but not limited to Product Managers to General Managers of both National and Multinational companies.

- Cold calling to arrange meetings with potential customers for presenting.
- Scope clients' requirements and monitors company objectives to present strategic offers and business opportunities.
- Gaining a clear understanding of customers' businesses and requirements.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Crafting detailed proposals, often as part of a formal bidding process which is largely dictated by the prospective client.
- Countering objections with the end in view of getting the client to successfully procure the presented marketing program tailor fit to client's needs.
- Negotiating the terms of an agreement and closing sales.
- Reviewing own sales performance, to meet or exceed targets.

## **ACCOUNT MANAGER**

DBQuest Inc.

**September 15, 2012 - April 2013**

Identifying sales opportunities and presenting benefits and key features of products effectively to acquire new business.

- Handled sale of software and I.T. services to commercial clients focused on the two primary stages: pre-sales and sales
- Developed leads to garner more clients with help of multiple sources.
- Administered all meetings with various prospects.
- Prepared proposals and contracts in compliance to guidelines.

## **ADMINISTRATIVE ASSISTANT**

DBQuest Inc.

**September 01, 2011 - September 14, 2012**

- Conducted cold calling, built and generated for new leads as prospective clients.
- Coordinated Recruitment Process of the Company
- Screened applicants for basic compliance with position qualifications, summarized CVs for easier evaluation by the Supervisors.
- Conducts Initial Interview of the Applicants
- Improved the company website recruiting page to make sourcing of applicants easier with the aid of recruitment websites such Jobsdb, ITProsasia, Jobstreet.

## **HOME BASED ONLINE ESL TEACHER**

**51talk English Philippines Corporation**

**September 2012 - July 2013**

Conducted one on one English Teaching Lesson to Chinese Students via online platforms such as Skype and QQ.

- Presented lessons to the student in an effective manner.
- Gave feedback on the student's performance.
- Suggested effective ways to improve the student's English Skills.
- Generated reports to the student with Lesson Memo.

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## ADMINISTRATIVE ASSISTANT

Prime Manpower Resources Development Inc

July 2010 - February 2011

Provided a significant administrative role to the company and contributed highly considerable support in processing and deployment of high volume of applicants bound for international employment.

- Created and modified documents using Microsoft Office.
- Performed general clerical duties to include but not limited to: photocopying, mailing, and filing.
- Maintained hard copies and electronic filing system.
- Filed and retrieved corporate documents, records, and reports.
- Coordinated with Medical clinics for Pre-employment Medical Examination schedule of the workers.
- Monitored and followed up medical results.
- Called and contacted candidates for information dissemination.
- Performed other duties as assigned.

## TRAININGS & CERTIFICATIONS

- Stephen Covey's The 7 Habits of Highly Effective People - April, 2022
- Fundamentals of Digital Marketing - December, 2021
- Selling Print in the Digital World - The Art of Meaningful Selling - September, 2016
- CPE Program - "Change has Come, Comply or.." - A Panel Discussion on the Implementation of AO 053 - August, 2016
- MPI Sales Enhancement Program - October, 2013
- Technology Solution Selling Workshop - September, 2011
- Internship for Events Management and Radio Production - January, 2008