



# GEORGIE DOREMON

## V I R T U A L   A S S I S T A N T

I am enthusiastic, proactive, detail-oriented, highly organized, results-driven, and a team player. I make sure to deliver excellent service and continue to meet and even exceed expectations within integrity and excellence. I'm a natural people person and communication is important to me. I want to make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience, with an aptitude for building relationships with professionals at all levels within the prospective organization.

## C O N T A C T

-  +639851338599
-  doremongeorgie@gmail.com
-  Prk. Mabinuligon, Brgy. Lopez Jaena Sagay City, Negros Occidental- 6122

## S K I L L S

- Project Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Active Listening
- Communication Skills
- MS Office Application

## E D U C A T I O N

### COLLEGE EDUCATION

State University of North Negros

### BACHELOR OF LIBRARY AND INFORMATION SCIENCE

2020-2022

### BACHELOR OF SECONDARY EDUCATION - SCIENCE

2018-2020

## E X P E R I E N C E

### BUSINESS DEVELOPMENT REPRESENTATIVE

Get in the Loop

2023 - August - December

- Contact leads via cold call and LinkedIn and qualify them and book appointments.
- Use proven strategies and initiative to secure appointments for our B2B SaaS sales.
- Maintain an organized and efficient sales pipeline, with clear notes and actionable next steps for sales reports
- Assist in achieving sales targets and revenue growth goals by generating high-quality sales opportunities.

### VIRTUAL ASSISTANT & APPOINTMENT SETTER

Tech Savvy Sales

2023- February- August

- Manage Flowchat Pipelines.
- Lead Generation for different target prospects in sales.
- Cold Calling and Sales Administrative, Email support and LinkedIn outreach

### VIRTUAL ASSISTANT

MV Realty

2022- August-November

- Cold calling and Sales call for real estate program.
- Update CRM for contact records and filter pipeline.
- Collaborate with other development teams.

### APPOINTMENT SETTER & LEAD GENERATION

Jaraysi Law LLC

2022- May - August

- Compile contact list of companies in surrounding area and scheduling appointment.
- Cold Calling and Email support.
- Update records and filter contacts.