

JERHON A. UNDANGAN

+63-975-883-5998 | amperjerhon@gmail.com | Bislig City, Surigao Del Sur, 8311



OBJECTIVES

Seeking a challenging position in a reputable organization where I can utilize my skills, gain valuable experience, and continue to develop both personally and professionally. I am eager to learn new knowledge, enhance my abilities, and contribute positively to the success of the company through hard work, dedication, and a strong willingness to learn. My goal is to build a stable career while providing quality service and support to the organization.

EDUCATIONAL BACKGROUND

TERTIARY EDUCATION

- Diploma in Information Technology
Andres Soriano Colleges of Bislig
2023-2026
- NCII Computer System Servicing

WORK EXPERIENCES

Digital Sales and Communication Specialist

Luck Management

November 2025 - September 2026

- Managed high-volume one-on-one conversations with clients while maintaining a friendly, engaging, and personalized communication style.
- Handled customer inquiries, objections, and requests while maintaining confidentiality and professionalism.
- Adapted communication style to different personalities and customer needs.
- Worked independently in a fast-paced, target-driven remote environment.

Lead Generation

Pinpoint Properties

November 2024 - June 2025

- Responsible for contacting property owners to discuss potential opportunities for selling their real estate in the current market.
- Referring all qualified clients to licensed acquisition team member for expert assistance and guidance.
- Preparing an End-of-Day Report summarizing all lead transfers completed during the day.

Cold Caller

Vitalis Outsourcing

January 2023 - July 2024

- Responsible for contacting individuals to inquire about their eligibility for State Assistance and Health benefits provided by the government.
- Compiling an End-of-Day Report summarizing the sales transfers completed throughout the day.
- Directing all qualified customers to licensed agents for further assistance and guidance.

SKILLS

Personal Skills: Strong communicator who works well with different people, handles pressure, solves problems quickly, and stays organized, reliable, and focused on getting results.

Technical Skills: Experienced in lead generation, cold calling, digital sales, CRM and productivity tools, Microsoft Office, Google Workspace, Canva, CapCut, social media management, and basic computer troubleshooting.