



IVY MAY C. HERRERA

DATA ENTRY SPECIALIST/ GENERAL VIRTUAL ASSISTANT

PERSONAL PROFILE

Experienced Sales Team Lead and Account Manager with a demonstrated history of working in telecommunications, banking and Real Estate Industry. Skilled in Business Development, Project Management, Negotiation, Sales, Customer Relationship Management and Data Entry.

CONTACT DETAILS

- Mobile: +639989621669
- Email: ivymayherrera@gmail.com
- Website: ivymayherrera.wixsite.com/go2virtualassitant
- Address: 112ABC Compound Calubcob, Silang, Cavite 4118

MY SKILLS & ABILITIES

- Exceptional sales skills and interpersonal skills
- The ability to work under pressure and multitask
- The ability to follow instructions and deliver results
- Keen to details

INTERESTS & HOBBIES

I am an avid on line shopper and traveler. I also like to read a lot and watch informational videos.

PREVIOUS EXPERIENCE

Account Manager

Wuhan Fiberhome International Technologies Philippines, Inc
(June 2017 - Present)

- Maintains exceptional relationship with the client
- Maintain companies current portfolio
- Prepare presentations for clients and top management
- Prepare various reports for project monitoring and billing
- Liaise between the company and various Local Government Units for the permit and other matters that affects the activity of the company

Territorial Sales Executive

Wuhan Fiberhome International Technologies Philippines, Inc
(May 2016 - June 2017)

- Managed a group of people who sells the companies product
- Prepared Tactital Implementation Plan on how to increase the sales
- Monitored all the outcome of the prepared plan

Business Development Manager

Philippine National Bank - Consumer Finance Group/Real Estate Loans Division (January 2011 - April 2016)

- Solicited Real Estate Loan from various channels
- Prepared Loan Documents
- Provided excellent Customer Service for the cliets to decided on which property to get and how they can save on costs

PREVIOUS EDUCATION

Pamantasan ng Lungsod ng Maynila

Master in Business Administration

- Graduated Class of 2010

Cavite State University - Don Severino Delas Alas Campus

Graduated Class of 2003

Cum Laude

- President, Peer Counselors/Facilitators
- President, Marketing Students Organization
- Chairman, Kabataan Pangarap ni Rizal
- Member, Association of Management and Economics Student
- Member, Central Student Government