Melchor ███████

To obtain a position that will allow me to utilize my education and work experience for the benefit of the company and unleash my potential for personal growth and professional advancement.

Personal Details

Citizenship: Filipino

Work Experience

Lead Generation Specialist

██████████████

June 2023 to January 2025 Identifying, generating, and nurturing new business opportunities. Reaching

out to potential clients,
understanding their staffing needs, and qualifying leads to ensure a steady pipeline. Update and manage lead information in the Customer RelationshipManagement (CRM) system.

Lead Generation| Lead Prospecting

██████████████████

March 2023 to May 2023

Build and maintain a database of qualified leads, including accurate contact details, preferences, and other relevant information.

Appointment Setter| Cold Caller| Lead generation Associate

███████████████

February 2018 to August 2022 Obtained names and telephone numbers of potential customers from

sources such as telephone
directories and lists purchased from other organizations. Telephoned and emailed to respond to correspondence from customers or to follow up initial sales contacts. Maintained records of contacts, accounts, and orders. Recorded contact information of potential clients. Outbound calls; average of 150 to 180 calls per day.

Telemarketer

███████████████

August 2016 to January 2018 Obtained names and telephone numbers of potential customers from

sources such as telephone
directories and lists purchased from other organizations. Telephoned and emailed to respond to correspondence from customers or to follow up initial sales contacts. Maintained records of contacts, accounts, and orders. Recorded contact information of potential clients. Outbound calls; average of 150 to 180 calls per day.

Service Crew

███████████████

January 2014 to May 2014

Prepare and serve food and beverages in accordance with established standards and guidelines.

Education

Associate Graduate in Informtion Technology

███████████████████

June 2015 to May 2017

████████████████████████

2011 to 2012

███████████████████████████

2008 to 2009

Skills

- Lead Generation, Linked In prospecting, email outreach, Data Mining, Cold calling, Appointment Setting, Microsoft Office, (6 years)
- Microsoft Office
- CRM software (7 years)
- HubSpot (4 years)

Links

█████████████████████████