



Aaron Jay Mendoza

Virtual Assistant

Contact

- 09957268392
- ronmendoza0608@gmail.com
- 6E Cluster 3 Greenhills Garden Square Quezon City 1100

About Me

Results-driven marketing professional with over 9 years of experience in Lead Generation , brand strategy, and team leadership. Proven ability to increase brand awareness and sales through innovative campaigns, data analysis, and effective content strategies. Passionate about crafting impactful marketing strategies that engage audiences and drive growth."

Skills

- Management Skills
- Admin Task
- Multi Tasking
- Negotiation
- Critical Thinking
- Leadership

Education

- Asian Institute of Computer Studies
Bachelor of Business Management 2012-2016

Experience

- Lead Generation Specialist** 2023-2025
Intero Digital
Direct email marketing to key clients and prospects
Research and maintain lead generation database
Conduct customer research Conduct client or market surveys to obtain information about potential leads
- Healthcare VA** 2019 - 2020
John Ernest Connecting Continents
Maintains customer records by updating account information. •
Responsible for maintaining a high level of professionalism with clients and working to establish positive rapport every caller.
Weight Loss Campaign •
Make outgoing calls
Admin Task 2022 -2023
- Team Leader**
VXI Global
 - Monitor team performance
 - Training team members
 - Guidance and coaching
 - Creating a work schedule
 - Conduct periodic reviews2019-2022
- Team Leader**
Alorica
 - Manage, monitor, and review the performance of Team Associates and their respective departments; set objectives, strategies, and targets to provide excellent service to our customers.
- Technical Support Representative**
TELUS International
 - Answers incoming customer product problems, service question and general client concerns.
 - Opens customer accounts by recording account information. • •
 - Impact the company's bottom line by problem solving and turning frustrated clients into repeat customers.
- Technical Support Representative (PANASONIC AU)**
Salmat Services
 - Answers incoming customer product problems, service question and general client concerns.
 - Opens customer accounts by recording account information. • •
 - Impact the company's bottom line by problem solving and turning frustrated clients into repeat customers.

References

Joseph Paulo Centeno

Accenture Phils.

Phone: 09952921518

Maria Lourdes Salazar

LegalMatch - Team Leader

Phone: 09175904000