



ANTHONY NUCUP

ADMIN, SALES, OPERATIONS
SUPPORT

CONTACT

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- 📍 Brooklyn, NY

SKILLS

- LEAD GENERATION
- SALES DEVELOPMENT
- COLD CALLING
- APPOINTMENT SETTING
- EMAIL CAMPAIGN MARKETING
- INBOUND/OUTBOUND SALES
- ADMINISTRATIVE SUPPORT
- CUSTOMER DEVELOPMENT
- CUSTOMER SERVICE
- SOCIAL MEDIA MARKETING

REFERENCE

REQUEST NEEDED

As an experienced remote assistant, I am committed to helping businesses of all sizes expand their customer base and reduce customer churn. With a strong background in local sales and marketing, I have consistently exceeded my quotas throughout my career. For the past six years, I have been providing administrative, sales, marketing, and operational support to clients across Canada and the United States. I take pride in my ability to assist businesses, entrepreneurs, and solopreneurs in achieving their goals by delivering exceptional service and results.

EDUCATION BACKGROUND

PURSuing BACHELOR OF PERFORMING ARTS AND SPECIAL EDUCATION

City College of Angeles | 10.2021 – Present

- Focuses on all aspects of performance in a broader context rather than singular training in acting, dance, or music. It provides students with coherent knowledge of the performing arts, combining theoretical and technical knowledge of performance, and seeks to unlock limitations through practical inquiry.

BACHELOR OF SCIENCE INFORMATION SYSTEMS, GENERAL (UNDERGRADUATE)

City College of Angeles | 07.2019 – 10.2021

- I earned basic Networking and Programming Units. Accomplished Cisco IT essentials.

PROFESSIONAL EXPERIENCE

DIGITAL MARKETING MANAGER (REMOTE)

Tactical Gainz LLC | 01.2020 – 03.2023

- Ensure daily exposure of our client's products and services across all marketing platforms
- Respond to product inquiries and secure sales
- Collect and prospect leads through social media or outbound calls, maintaining the daily sales of my team to achieve our monthly goal
- Manage the day-to-day operations and productivity of the entire account, including sales reporting and forecasting
- Manage marketing email campaigns
- Develop contact strategies
- Conduct cold calling
- Social Media Management

DIGITAL SUPPORT, CUSTOMER SERVICE, LOYALTY & REWARDS (REMOTE)

Anabi Oil/Rebel Convenience Stores|08.2022 - 11.2022

- Administrative assistance and Operations Support
- Customer Service
- Strategizing product Rewards and Promos program
- Administering Loyalty Program
- Resolving store service issues

CLIENT SUCCESS MANAGER (REMOTE)

ArchSlate| 05.2022 - 12.2022

- Sales Development
- B2B Management
- Account Management
- Appointment Setting

VIRTUAL ASSISTANT

LiftKing Manufacturing Corp.| 11.2020 - 03.2021

- Lead Generation
- B2B Management
- Appointment Setting
- Marketing Research
- Data Analysis

LEAD GENERATION SPECIALIST

Demand Science Group, LLC| 06.2017 - 11.2020

- Collect accurate customer info for appointments
- Source new business opportunities
- Report on sales lead journey
- Find contact details for key areas
- Assist sales team in campaigns and follow-ups
- Raise campaign awareness
- Develop/maintain sales prospecting database
- Ensure data accuracy and confidentiality
- Generate target outputs for decision maker appointments.