

# Floreen Joy Mades

## CONTACT INFO



### Phone

0976-020-4907



### Email

floreenmades@gmail.com



### Address

Sta. Monica, Surigao del Norte

## EDUCATION

### ● 2010 – 2015

#### Bachelor Of Business Administration

Major in Marketing Management  
Caraga State University

### ● 2012 – 2015

#### Secondary Education Mindanao Institute

## APPS / TOOLS

LinkedIn

Chat GPT

Gmail

Microsoft Office Tools – Excel, Word

GDrive – Google Docs, Spreadsheet,  
Slides, Forms

Canva

Apollo

LinkedIn Sales Navigator

Slack

Skype

Hubspot

Ring Central

Teams

## EXPORT SALES REPRESENTATIVE

## PROFILE INFO

Organized and detail-oriented Virtual Assistant with proven experience in supporting clients across diverse industries. Skilled in scheduling, reporting, setting and confirming appointments, and data entry, ensuring seamless daily operations and enhanced productivity. Adept in managing tasks with efficiency and professionalism. Dedicated to delivering top-notch administrative support.

English

Filipino

## WORK EXPERIENCE

### Inside Sales Manager

January 2024 – November 2024 | TeamInbound

- Supervised a sales team, achieving and exceeding revenue goals.
- Implemented strategies to capture new market opportunities.
- Built and maintained strong client relationships.
- Trained and mentored team members to enhance performance.
- Analyzed sales data to optimize processes and drive growth

### Digital Marketing Coordinator

September 2023 – November 2023 Callbox Inc.

- Develops and executes digital marketing campaigns across various platforms such as email, social media, and other digital assets
- Managed CRM tools to track leads and nurture prospects.
- Create engaging content that resonates with the target audience
- Knowledgeable and resourceful in using tools
- Able to measure the effectiveness of their campaigns and adjust them accordingly
- Manages and maintains the data accordingly

### Sales Development Representative

September 2021 – September 2023 Callbox Inc.

- Conducted outbound prospecting and lead qualification via email, call, and social media.
- Managed sales pipeline and scheduled meetings for account executives.
- Consistently met or exceeded goals and KPIs.
- Setting up Sales Navigation to generate leads via LinkedIn outreach.
- Collaborated with the sales team to refine messaging and improve conversion rates.

## SKILLS

Lead Generation

CRM Management

Cold Calling & Email Outreach

Data Entry

Market Research

Appointment setting

Photo Editing

Administrative tasks