Name: GARRY N. GONZALES Year of Birth: 1979

Present Position: Top Appointment Setter / Telemarketing /

Customer Service Rep./ Sales Associate

Document Controller/Secretary/Admin.Asst./

HR Officer/Coordinator / Office Work

Nationality: Filipino

Specialization: Appointment Setting / Customer Service /

Admin. / Clerical Work / Secretarial/ Recruitment /

Human Resource Coordinator / Lead Generation

**Qualification:**  Bachelor of Classical Arts, Major In Philosophy

**Contact Numbers:** +63945-3314758 / +63929-4846043

**Email Address:**  [garrynionesgonzales@gmail.com](mailto:garrynionesgonzales@gmail.com)

**Profile**

Gary’s objective is to belong to an organization that will provide opportunities for personal and professional growth and thus will ultimately promote self-actualization.

Thus, wanting to widen more his experience as well as to share his skills and talents, therefore pursuing to apply as an Appointment Setter/Sales Associate/Lead Generation Associate/Coldcaller in your noble company for the continuous success of any projects thereof.

**Selected Experience**

**(October 2022 – June 2023) Appointment Setting/Coldcalling Agent, Freelancing, Adovis Group,Tampa Florida**

* Directly reporting to Adovis Team Leader and Communicating with the Client as well
* Responsible for Handling of Calls, Verifying and Qualifying Leads for Solar/Realestate/Contractors Campaign
* Transferring the Appointments to Closers, Completing the Necessary Information from the Customer
* Listing the Customer Information in the Google Sheets provided by the Client, Setting the Appt via Calendly

**(January 2022 – October 2022) Local Youth Development Office Admin. Asst. LGU Capalonga, Camarines Norte**

* Directly reporting to Municipal Mayor
* Responsible for Handling of Youth Activities/Sangguniang Kabataan/Youth Organizations
* Attending Meetings, Activities, Projects and Resolutions for Youth Movement

**(July 2021 – Sep. 2021) Account Manager at Outsourcellent Inc., Pasay City**

* Directly reporting to Team Manager
* Responsible for Handling of Outbound Calls/Sales
* Hitting Monthly Quota/Online Advertising Account

**(Aug. 2020 – June 2021) Appointment Setter at Empire Sales Group, Edmonton, Canada**

* Directly reporting to Senior Business Consultant (Telus Account)
* Responsible for Handling of Outbound Calls/Appointments
* Hitting Daily/Weekly Monthly Quota

**(Jan. 2020 - June 2020) Account Manager at Vernulsia, Makati City**

* Directly reporting to Team Manager
* Responsible for Handling of Outbound Calls/Sales
* Hitting Monthly Quota/Online Advertising Account

**(Oct. 2019 - Jan. 2020) Regional Sales Executive at Buyerlink, Makati City**

* Directly reporting to Team Manager
* Responsible for Handling of Outbound Calls/Sales
* Hitting Monthly Quota/Lead Generation

**(Sep. 2018 - Sep. 2019) Travel Consultant at Interglobe Solutions (IGT) Ayala Mall, Alabang, Muntinlupa City**

* Directly reporting to Team Manager
* Responsible for Handling of Inbound Emails/Outbound Calls
* Assist Customers’ Concern/Issues/Travel Assistance

**(November 28, 2014 – January 31, 2018)**  **PMT** **DOCUMENT CONTROLLER at GS Construction Arabia Project**

**Assigned in** PMT CP3/4 Project, Rabigh, Kingdom of Saudi Arabia

* Directly reporting to Business Manager (PMT Client Office).
* Prepares / Handles Secretarial /Administrative work task given by the Manager.
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Respond to queries regarding revision status of issued drawings / documents from contractor’s engineering / drafting personnel.
* Manage the electronic and hard copy filing of project technical documentation.
* Scan, creation of CD’s and files manipulation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates..
* Ensure that drawing transmittals are acknowledged in case there is a dispute on whether the drawings are transmitted.

**(November 13, 2011 – December 26, 2013)**  **DOCUMENT CONTROLLER at Samsung Engineering**

**Assigned in** IGHC-4 Shaybah Project, Shaybah, Kingdom of Saudi Arabia

* Directly reporting to QA/QC Department Manager.
* Prepares / Handles Secretarial /Administrative work task given by the Dept. Manager.
* Process and maintain the records of QA/QC documents such as Request for Inspection (RFI), Non Conformance Report (NCR), Site Surveillance Report (SSR), Construction Method Statement (CMS), Inspection & Test Plan (ITP), Field Change Notice (FCN), Field Change Request (FCR) & Material Submittal etc.
* Transact & Monitors Spare Parts Interchangeability Records/Documents (SPIR).
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Respond to queries regarding revision status of issued drawings / documents from contractor’s engineering / drafting personnel.
* Manage the electronic and hard copy filing of project technical documentation.
* Scan, creation of CD’s and files manipulation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
* Send of reviewed drawings through transmittal to sub-contractors.
* Ensure that drawing transmittals are acknowledged in case there is a dispute on whether the drawings are transmitted.

Daily update Ez-Site / CIMS reports to ensure that documents are clearly recorded. Daily update LETTER LOG to ensure that documents are clearly recorded.

**(February 20, 2011-September 7, 2011) Document Controller at Daelim (Daelim Industrial Company)**

**Assigned in** LPG Train-4 Project, Mina AL- Ahmadi Refinery KNPC Kuwait

* Directly reporting to Project Control Department Manager.
* Prepares / Handles Secretarial /Administrative work task given by the Dept. Manager.
* Process and maintain the records of Project Control, Cost and Planning documents such as Request for Inspection (RFI), Non Conformance Report (NCR), Site Surveillance Report(SSR), Construction Method Statement (CMS), Inspection & Test Plan (ITP),Field Change Notice (FCN), Field Change Request (FCR) & Material Submittal etc.
* Transact & Monitors Spare Parts Interchangeability Records/Documents (SPIR).
* Ensure all hard and electronic copy distribution of controlled documents to focal point.
* Respond to queries regarding revision status of issued drawings / documents from contractor’s engineering / drafting personnel.
* Manage the electronic and hard copy filing of project technical documentation.
* Scan, creation of CD’s and files manipulation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
* Send of reviewed drawings through transmittal to sub contractors.
* Ensure that drawing transmittals are acknowledged in case there is a dispute on whether the drawings are transmitted.
* Daily update Ez-Site / CIMS reports to ensure that documents are clearly recorded.

**(August 18, 2008-January 10, 2010) Document Controller at Daelim (Daelim Industrial Company)**

**Assigned in** Saudi Kayan Polycarbonate Project, Jubail Industrial City, Kingdom of Saudi Arabia

* Directly reporting to QA/QC Department Manager.
* Prepares / Handles Secretarial /Administrative work task given by the Dept. Manager.
* Process and maintain the records of QA/QC documents such as Request for Inspection (RFI), Non Conformance Report (NCR), Site Surveillance Report (SSR), Construction Method Statement (CMS), Inspection & Test Plan (ITP), Field Change Notice (FCN), Field Change Request (FCR) & Material Submittal etc.
* Transact & Monitors Spare Parts Interchangeability Records/Documents (SPIR).
* Ensure all hard and electronic copy distribution of controlled documents to focal
* point.
* Respond to queries regarding revision status of issued drawings / documents
* from contractor’s engineering / drafting personnel.
* Manage the electronic and hard copy filing of project technical documentation.
* Scan, creation of CD’s and files manipulation.
* Assure document quality to include completeness, accuracy and compliance with established procedures and updates.
* Send of reviewed drawings through transmittal to sub contractors.
* Ensure that drawing transmittals are acknowledged in case there is a dispute on whether the drawings are transmitted.
* Daily update Ez-Site / CIMS reports to ensure that documents are clearly recorded.

**(June 2006-January 2008) Executive Sales Representative at Epixtar Phils.**

* Directly reporting to Epixtar Team Manager
* Responsible for Handling of Calls / Sales Quota
* Customer Service

**(June 2005-January 2006) Executive Sales Representative at Pacific Hub Phils.**

* Directly reporting to Pacific Hub Team Manager
* Responsible for Handling of Calls / Sales Quota
* Customer Service

**(June 2004-January 2005) Executive Sales Representative at Teleconnect Phils.**

* Directly reporting to Teleconnect Team Manager
* Responsible for Handling of Calls / Sales Quota
* Customer Service

**(June 2003-June 2004) Ticketing / Liaison Officer / Sales Representative at Polo Air Travel Agency**

* Responsible for Ticketing / Issuance of Plane Ticket
* Conduct a Tour-Guide to passengers
* Make daily reports of Sales and Assist Customers Concern.

**(June 2001-April 2003) English Professor at Capalonga Parochial School**

* Handle Advisory Class – 1st Yr. Students
* English Teacher for Secondary School – 1st yr to 4th yr Class
* Prepare Daily Lesson Plan and Grading Sheets
* Coordinator of Drum & Lyre Corps. / Socio-Cultural Committee

**Employment History**

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| --- | --- |
| October 2022 - June 2023  January 2022 - October 2022  July 2021 – September 2021  August 2020 – June 2021  January 2020 - June 2020  October 2019 - January 2020  September 2018 - September 2019 | Solar/RealEstate/Contractors Campaign, Adovis Group, Tampa Florida  Youth Development Office, LGU Capalonga, Camarines Norte  Outsourcellent Inc., Pasay City  Empire Sales Group, Edmonton, Canada  Vernulsia, Makati City Philippines  Buyerlink, Makati City Philippines  IGT (Interglobe Solutions) Philippines |
| November 28, 2014 – January 31, 2018 | GS Construction Arabia Petro Rabigh KSA |
| Nov. 13, 2011- December 26, 2013  February 20, 2011-September 7, 2011 | Samsung Engineering Shaybahy Package-4 KSA  Daelim KNPC Kuwait Project |
| August 18, 2008 – January 10, 2010 | Daelim Petrochemical Jubail KSA |
| June 2006 - January 2008  June 2005 - January 2006  June 2004 - January 2005 | Epixtar Philippines  Pacific Hub  Teleconnect Inc. |
| June 2003 – June 2004 | Polo Air Travel Agency |
| June 2001 - April 2003 | Capalonga Parochial School |
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