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

**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**

|  |  |
| --- | --- |
| October 2022 - June 2023January 2022 - October 2022July 2021 – September 2021August 2020 – June 2021January 2020 - June 2020October 2019 - January 2020September 2018 - September 2019 | Solar/RealEstate/Contractors Campaign, Adovis Group, Tampa FloridaYouth Development Office, LGU Capalonga, Camarines NorteOutsourcellent Inc., Pasay CityEmpire Sales Group, Edmonton, CanadaVernulsia, Makati City PhilippinesBuyerlink, Makati City PhilippinesIGT (Interglobe Solutions) Philippines |
| November 28, 2014 – January 31, 2018 | GS Construction Arabia Petro Rabigh KSA |
| Nov. 13, 2011- December 26, 2013February 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 2008June 2005 - January 2006June 2004 - January 2005 | Epixtar Philippines Pacific HubTeleconnect Inc. |
| June 2003 – June 2004 | Polo Air Travel Agency  |
| June 2001 - April 2003 | Capalonga Parochial School |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |