



# GILBERT R. BON

## PERSONAL OBJECTIVE

As an orthopedic disabled, I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. To be part and become associate in a field where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

## PROFESSIONAL SKILLS:

- Adaptability & Flexible
- Work Ethic
- Interpersonal
- Team Management
- Creative and Critical Thinking
- Analytical skills
- Communication

## CORE SKILLS:

- Problem-Solving
- Project Management
- Computer, Software & Technical
- Marketing
- Video Editing / Animation
- Web Development and Designing
- Statistical Analysis and Data Mining

## CONTACT DETAILS:

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- ☎ +63 906 659 2411 / +6 930 949 3955
- ✉ gilbertbon14@outlook.com

## EMPLOYMENT HISTORY:

### VIRTUAL ASSISTANT, TEAM LEADER, ADMIN

*Outsourcify BPO*

January 2022 - January 2025

- Perform high-speed patter chant eloquently
  - Manage the overall running of the sales team
- Prepare Sales Reports
- To undertake other duties as requested
- Supervise, motivate, and guide to achieve member goals
  - Oversee day-to-day operation
- Develop and maintain a filing system
- Auction clerk and operator
  - To ensure that an auction runs smoothly and efficiently

### ASSISTANT ADMIN, LOAN CONSULTANT & SALES AGENT

*Rebourne Marketing Services*

January 2020 - March 2020

- Negotiate and prepare contract requirements
- Design a new ordering, purchasing, and marketing process to achieve revenue goals

### SALES AGENT & ASSISTANT

*ACCM Marketing Services*

August 2018 - December 2019

- Initiat and plann PR projects for brand awareness
- Research potential leads from business directories, or digital resources.
- Contact potential customers through phone calls and emails.
- Determine customer needs and offer product or service and support.

### ENCODER, SALES AGENT AND TECHNICAL ASSISTANT

*CYGN Business Process Outsourcing*

May 2018 - August 2018

- Confirm that entered data accurately aligns with original documentation.
- Organize and maintain original paper evidence.
- Perform basic administrative tasks including filing
- Composing emails
- Printing documents
- Offering Package Deals

### ASSISTANT FRONT END WEB DEVELOPER, ENCODER

*Marvill*

January 2016 - April 2018

- Create quality mockups and prototype
- Establishing and guiding the website's architecture
- Design and develop user interfaces
- Accessibility and usability testing
  - Conduct thorough accessibility and usability testing, and address any identified issues

## TRAININGS/SEMINARS/VOCATIONAL:

### WEB DESIGN AND WEB ACCESSIBILITY

September 2021 to October 2021

*Adaptive Technology for Rehabilitation Integration*

*Empowerment Visually Impairment (ATRIV)*

### EVENTS MANAGEMENT SERVICES NC III

June 1, 2021 to June 20, 2021

*APLUS Technical and Vocational School*

### BPO TRAINING, DATA ANALYSIS,

August 2018, March 2021,

*Project Inclusion Network by UNILAB Foundation*