

# BON, GILBERT R.

Person With Dignity



## 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

- Work Ethic
- Computer Literate
- Database Management
- Administrative
- Web Development
- Communication
- Project Management

## Core Skills

- Problem-Solving
- Conflict Resolution
- Interpersonal
- Integrity
- Analytic Reasoning
- Critical Thinking
- Flexibility

## Contact Details

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## Work Experience

### Admin, Team leader, Virtual assistant

January 2022 - January 2025 | Outsourcify BPO

- 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

January 2020 - March 2020 | Rebourne Marketing Services

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

### Sales Agent & Assistant

August 2018 - December 2019 | ACCM Marketing Services

- Initiate and plan 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.

## Educational Background

### Global Reciprocal Colleges

June 2011 - April 2016

454 GRC BLDG. Rizal Ave. Cor. 9th ave.  
East Grace Park, Caloocan City 1400 Metro  
Manila

### Alternative Learning System (ALS)

August 2009 - April 2010

24 6th Camarilla, Cubao, Quezon City,  
1109 Metro Manila

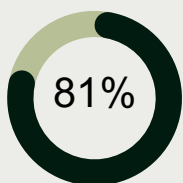
### Doña Josefa E. Marcos Elem. School

June 1995 - November 1998

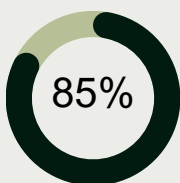
41 18th Ave, Cubao, Quezon City, 1109  
Metro Manila

## Other Skills

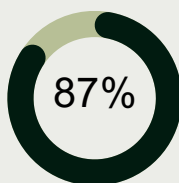
Creativity



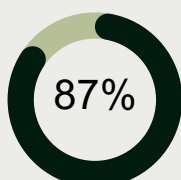
Persuasion



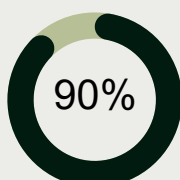
Marketing



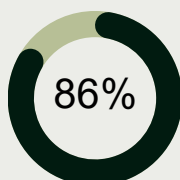
Leadership



Resilience



Stress Management



## Work Experience

### Encoder, Sales Agent and Technical Assistant

May 2018 - August 2018 | CYGNI Business Process  
Outsourcing

- 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

January 2016 - April 2018 | Marvill

- 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 (ATRIEV)

### 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

## References

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Businessman / Seafarer

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Outsourcify BPO/Team Leader

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