

JOANNA MARIE REYES

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CAREER GOAL

My professional goal is to use my knowledge and experience to succeed in a remote sales position. I have 11 years of experience as a salesperson and a history of producing sales of over 8 million pesos. By continually exceeding sales goals and following strict work ethics, I hope to help a dynamic firm thrive. I aim to significantly influence the performance and profitability of the firm I work for by putting my remote working expertise to use and my commitment to professional development.

WORK EXPERIENCE

Self employed - trader

February 2022 - Present

- Effectively trading on foreign markets and cryptocurrency, displaying a thorough understanding of international financial markets.
- Achieved a 50% profit growth in bear markets of 2022, demonstrating skillful money management and resiliency in difficult market conditions.

Daily tasks:

- Stock screening
- Technical and fundamental analysis
- Buy and sell execution

Sales and Procurement Manager

September 2020 - December 2021

Gadgetsnstuff (Owner)

- Successfully achieved complete inventory sell-out within the initial two weeks of launching operations.
- Effectively created a global supplier network for the purpose to reduce product costs through foreign sourcing.
- Exhibited a financial performance and profitability by delivering a 100% net profit margin.

Daily tasks:

- Product research
- Answering customers' inquiries
- Logistics management

Territorial Sales Manager/Medical Sales Representative

March 2011 - January 2022

Vincarlo Pharma

- Increased sales by 200% in the first 6 months of managing the territory
- Created a sales dashboard in MS Excel for quantitative sales assessment
- Executed a bulk ordering strategy to maintain sales targets and manage low-sales months
- Created a successful sales campaign that elevated Biomix (Parenteral Nutrition) to the position of best-selling product in its generic category.
- Successfully managed the six largest hospitals in the territory, supplying 2 to 5 brands of medicine per hospital.
- Create promotional materials for products to increase their efficiency and effectivity.
- Manage servicing 70+ accounts, including private physicians, pharmacies, hospitals, and clinics. delivering medicines and overseeing account statements

Daily tasks:

- Plan sales calls for the day
- Create sales, expenses, statement accounts reports
- Create sales proposal
- Sales calls
- Account management
- Product deliveries
- Product inventory
- Sales Collection

PROFESSIONAL SKILL

Sales Management
Business Negotiation
Client Relationship
Customer Management

Product Presentation
Product Research
Product Invoicing

TECHNICAL SKILL

Email Management
Calendar Management
Social Media Management

Project Management
Sales CRM

TOOLS

Salesforce
Microsoft Office
Google Workspace
Asana

Trello
Canva
Discord

GitHub
Zoom
Notion

Meta Business Suite

EDUCATION

CS50 Introduction to Computer Science

Harvardx (Edx.org)

April 2023 – Present

Pricing Strategy

Understanding Customers Needs

Identifying Competitive Risk

Communicating Customer Values

Harvard Business School Online

November 2022

Virtual Assistant Bootcamp Acceleration Program

VA Bootcamp

March 2021 – May 2021

Bachelor of Science in Hotel and Restaurant Management

Bataan Peninsula State University

2006 – 2010

Educational Achievements:

Dean's List – 3rd year level (1st and 2nd semester)

Quiz Bee Champion – 3rd year level (BS HRM)

CGPA – 1.84

LEADERSHIP EXPERIENCE

Successfully led a team of 12 individuals in conducting a comprehensive feasibility study for a restaurant business during university tenure.

Assumed the role of Secretary for a local church youth group in 2010, overseeing and coordinating the activities of approximately 30 members.