

Kimberly Tan



Appointment Setter

Contact

Kimt99861@gmail.com
+63 910 985 7362
Brgy. Sabang, Baler, Aurora

Skills

Active listening skills

Communication skills

Interpersonal skills

Time management skills

Customer service skills

Problem Solving skills

Strong decision maker

Complex problem solver

Innovative

Service focused

Experience

JS Photography

Photographer 09/2012- 07/2015

- Editing and retouching images
- Taking photographs
- Researching and making contacts

Native Camp

ESL Tutor 10/2018 - 03/2019

- Researching and making contracts
- Prepare course materials and design lessons that cover all aspects of the English language
- Keep track of students' progress

Education

AMA Computer College

Bachelor of Science in Information Technology

Lead Heroes

Appointment Setter 10/2021- 02/2024

- Making outbound calls
- Ensure each prospective client and potential customer has a positive experience
- Properly explain the products and services to prospective customers when making appointments
- Demonstrate a pleasant disposition with each prospect