



# KURT MATTHEW PATACSIL

## PROFILE

I am a reliable, trustworthy and flexible individual who's very keen on learning new skills easily and execute them swiftly. I have the ability to work under stress and keep within set budgets and targets. I am well organized with a clear and positive approach to problem solving.

## PERSONAL INFORMATION



+639702392400



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Binan City, Laguna

## Education

### HIGHSCHOOL DIPLOMA (2012 - 2016)

#### UNIVERSITY OF THE EAST

- Honor Student
- 4 years Representative of the School in Math Competition

### SENIOR HIGHSCHOOL (2016 - 2018)

#### OUR LADY OF FATIMA UNIVERSITY

- Honor Student

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (2018-2022)

#### OUR LADY OF FATIMA UNIVERSITY



## WORK EXPERIENCE

### SALES AND MARKETING COORDINATOR

#### FRONTROW INTERNATIONAL, PH

#### JUNE 2018 - DEC 2019

- Manage and Train onboarding members.
- Manage Fulfilment and Delivery Service.
- Optimized my people skills, multi-task and ability to work under pressure.
- Troubleshoot transaction problems and give after sales support when requested.
- Run and Test Ads for the company.

### CUSTOMER SERVICE SPECIALIAST

#### GARRETT & TALON INC.

#### JAN 2020 - JAN 2023

- Handling 100+ incoming calls daily and taking orders of my clients.
- Responsible in making sure to give quality products and meet the expectation of our clients.
- Creating more leads for the company.
- Solving the customer problems regarding to their orders.
- Responsible of making reports of daily and weekly team sales.
- Train my team to communicate and negotiate to the our customers.

### REAL ESTATE SALES AGENT

#### 8990 HOLDINGS INC.

#### FEB 2023 - OCT 2024

- Responsible in creating social media ads and leads to reach out potentials clients.
- Editing catchy advertisement pictures.
- Responsible of monitoring and creating reports of my team sales every week.
- Assisting and helping our clients for their much needed requirements for applying housing loan.
- Provide detailed notes on property condition, motivation, timeline, and price



## SKILLS

- Communication Skills
- Process Improvement
- Leadership Skill
- Data Analysis and Analytic
- Active Listening
- Adaptability
- Sales
- Presentation
- Critical Thinking and Positive Thinking
- Highly Organized
- Excellent Planning Skills



## TOOLS

- Microsoft Office
- Microsoft Excel
- Adobe Lightroom
- Canva
- Microsoft Excel
- Google Business Profile
- Meta Business Manager
- Shopify
- Monday
- Google Calendar
- Airbnb
- VRBO
- Realtor.com