MANUEL GREGOR D. VIARDO

Licensed Real Estate Broker with nine years of experience specializing in corporate real estate. Adept at guiding clients through complex transactions in leasing management and tenant representation. Has significant exposure in construction management and office fit-out. Eager to leverage experience in the industry with a clear vision and defined direction towards creating value to clients' businesses. Aims to make a significant impact within the organization by employing a strong focus on leadership, team collaboration, and process optimization. Seeking a leadership role to utilize my managerial skills as an experienced business owner with a proven capacity to grow a company from the ground up; monitor department operations and production processes, drive profitability through strategic vision, and empower personnel to achieve company targets and meet organizational objectives.



EXPERIENCE AND CAREER HISTORY

CO-FOUNDER, OPERATIONS AND SALES HEAD | OFFICE PRO PHILIPPINES

2019 - PRESENT

Developed and implemented operational strategies aligned with overall company objectives. Empowered sales and marketing personnel by giving direct mentoring and promoting a collaborative environment. Determined capabilities and created standardized work processes for sales, marketing, and HR activities of the company. Set up the sales arm of the company and trained personnel that contributed to the company's revenue growth. Heavily contributed to creation and management of the company website, creating brand awareness as a new player in the industry and increasing reach. Managed and implemented practices that enhance workflow and productivity of the company. Facilitated sales pitches and client meetings for office lease acquisition and office fitout services.

TENANT REPRESENTATION SALES ASSOCIATE | KMC SAVILLS

2015 - 2018

Managed and facilitated complex real estate transactions with high level of proficiency and knowledge from inception to execution. Established trusted relationships with clients and landlord counterparts. Represented the company in networking events and generated new relationships. Pitched for local and international accounts with curated decks.

INTERN | PLDT HOME

2015

Arranged and analyzed data of sales in every major district in the Philippines covered by PLDT's wireless solutions and collated presentations that reflected high level data with suggestions and solutions that were presented to the different heads of PLDT HOME Bro.

EDUCATION

BS MARKETING MANAGEMENT | DE LA SALLE UNIVERSITY 2010 – 2014

HIGH SCHOOL DIPLOMA | ATENEO DE MANILA HIGH SCHOOL 2006 - 2010