



PAULINE SERVILLON

VIRTUAL ASSISTANT

PROFESSIONAL SUMMARY

Creative and determined professional who is confident with interpersonal and written communication skills, can adapt to flexible working schedule and able to work in an environment where multitasking skill is needed to succeed.

CONTACT

Phone: (+639)-81-087-8277

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WORK EXPERIENCE

Medical Sales Representative | 2023-May 2025

Otsuka Pharmaceuticals, Inc.

- Achieved sales targets, 160% Year-to-Date (YTD) sales with a 77% growth rate as of December 2024, through strategic territory management and established strong professional relationships.

Recruitment Operations Specialist | 2019-2022

AWESOME Outsourcing, Philippines

- Collaborated with sourcing teams to integrate inclusive hiring practices, ensuring a smooth transition and positive candidate experience across multiple departments.

EDUCATION

- University of Mindanao**

BS Psychology

Matina, Davao City, Philippines
SY: 2018-2019

- Davao City National Highschool**

Special Program in the Arts

Torres St., Davao City, Philippines
SY: 2013-2014

- Kapitan Tomas Elementary School**

Ponciano St., Davao City, Philippines
SY: 2009-2010

AWARDS AND CERTIFICATION

Ranked 1- National Sales Achiever Award (2024)

Otsuka Pharmaceuticals, Inc.

Early Bird Sales Award (2023)

Otsuka Pharmaceuticals, Inc.

Doctor's Choice Award- National Best Sales Detailer (2023)

Otsuka Pharmaceuticals, Inc.

Outstanding Recruitment Operations Specialist (2021)

Awesome Outsourcing, Philippines

REFERENCES:

CHARISSEKOH

Pharmaceutical Science Representative | MENARINI, Ph
(+639)-991-189-7255

ROSCHIEL FABE AGANG

Medical Virtual Assistant | Dr. G Laser & Med Spa
(+639)-96-646-1668

SEBASTIAN DHERRIS DAQUIL

Back-end Support | SAUCE
(+639)-47-287-2712