




# RHONEL ALBIOS

V A | S A L E S | M A R K E T I N G S P E C I A L I S T

## PROFILE

-  +63 969-250-9632
-  rhonealbios@gmail.com
-  Cebu, Philippines

I'm a results-driven Virtual Assistant and Sales Specialist with more than a decade of experience across customer service, sales, admin support, and executive assistance. I specialize in streamlining operations, building strong client relationships, and driving conversions —so you can focus on what matters most: scaling your business.

## SKILLS

- Sales (Phone, Email, Direct and B2B/B2C)
- Marketing and Advertising
- Customer Service & Admin Works
- Problem-Solving & Critical Thinking
- Communication & Computer Literacy

## EXPERIENCE

### Kapstones Investments

(2024–2025): EA to CEO / Sales Expert – Admin support, inbox & client management, B2B outreach

### AIWAY

(2023–2024): Sales Closer – Cold calling, lead generation, sales strategy for AI tools

### Healthy Life Herbs

(2023): Sales Specialist – Boosted awareness & revenue of Himalayan Salt Capsules

### In-Victa Digital Printing

(2022–2023): Team Leader – Exceeded publishing sales KPIs by 300%+

### LocumSmart UK

(2022): Cold Caller – B2B outreach, invoicing, healthcare recruitment

### Dyninno Inc.

(2017–2022): SME & Team Lead – Top seller, flight bookings & reservations

### Wipro Ltd.

(2016–2017): Sales Associate – Ticket sales, refunds, passenger support

### Global Link BPO

(2015–2016): CSR & Sales – Cold calls, health product promotions

## TOOLS

- HubSpot
- Apollo.io
- LinkedIn Navigator
- Google Suite
- MS Office
- Notion
- Zoom
- Ring Central
- Dialpad
- Asana
- HootSuite
- Canva
- Adode
- AI Tools

## EDUCATION

### MARKETING MANAGEMENT

Benedicto College 2012-2016