



RICHARD AUSAN

CONTACT

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SUMMARY

I am a proactive and willing to learn person, with high sense of commitment on the task that will be given. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Critical Thinking
- Resourceful
- Problem Solving
- Computer Literacy
- Detail Oriented
- Strong Communication

EXPERIENCE

SALESMAN

Ajinomoto Philippines Corporation

2014 - 2019

- Skilled in selling products or services to customers or clients. I have expertise in building relationships, understanding customer needs, and closing deals.
- Has experience in administrative tasks or roles. Administrative responsibilities may include managing paperwork, handling data entry, organizing schedules, coordinating meetings, maintaining records, assisting with office operations, and other administrative duties as needed.

PROJECT COORDINATOR APPRENTICE

Simply Earth

January 2024 - May 2024

- Organize each project's scope and timeline.
- Point of contact for external communications.
- Help teams implement changes effectively.

TRAININGS ATTENDED

- Computer Hardware Servicing **February 2013**
- Virtual Assistant Training Philippines **May 2021**
- Facebook Ads Management **August 2022**
- FIL AM VA (Amazon VA Course) **September 2023**

EDUCATION

2002 - 2007

San Sebastian College - Recoletos Manila

BACHELOR OF SCIENCE IN COMMERCE, MAJOR IN MARKETING