

TERESA WILTER LEOPANDO-JUSTINIANI

“My aim is to work diligently and provide excellent service. Continuously strive for growth and improve myself with experiences that will enable me to become professionally skillful and efficient.”

OBJECTIVES

- I am a motivated team player, results oriented, and focused on any task given.
- I have good communication skills and I can respectfully communicate well with my colleagues.
- I am well composed and able to handle and tolerate stress very well and enjoy work.
- I am innovative and keen on developing new methods to make work effective and well organized.
- I am a fast learner and I appreciate being trained to become better and more efficient for work.
- I am honest when something feels difficult and when I can't keep up with a task but I make sure that I get a hang of the challenge and learn from it until it becomes easy for me so I could advance to a greater challenge.

EDUCATION

- University of Perpetual Help 2005-2009 BS Nursing
- Mapúa Institute of Technology 2004-2005 BS Nursing

EXPERIENCE

- PHILS. DACHENG CORP. Nov. 2020 to July 2023 (*company filed for retrenchment*)
 - SALES HEAD
 - DEARBORN MOTORS CO. INC. (FORD ALABANG) Sept. 2017 to Nov. 2019
 - SALES CONSULTANT
 - SPORTS TURF SOLUTIONS INC. (MANILA GOLF AND COUNTRY CLUB)

February 2015 to Aug. 2017

-EXECUTIVE ASSISTANT TO A FOREIGN NATIONALITY / HR HEAD / ADMIN HEAD

- ALVEO LAND CORP. 2011 to 2014

-PROPERTY INVESTMENT CONSULTANT

- HGS 2010 to 2011

-TECHNICAL SUPPORT FOR SONY / HR FINAL INTERVIEWER FOR RECRUITMENT

- AEGIS PEOPLE SUPPORT 2009 TO 2010

-CUSTOMER SERVICE FOR READER'S DIGEST MAGAZINE

SKILLS

- I have good communication skills and can make use of both English and Filipino language fluently.
- I am well trained to work supportively and cooperatively with people in any given task of situation.
- I have an outstanding selling experience and can do prospecting, marketing, objection-handling, and negotiation.
- I love the challenge of meeting new people and winning them over. I love the satisfaction of breaking the ice and making a connection with other people.
- Strategic thinker.
- Good leadership.
- Wide thinker and always contribute ideas to the team.
- Organized but can do multi-tasking most of the time.
- Upbeat and high vibe all the time.
- Video and photo editing.

TRAININGS AND SEMINARS

- FORD DEFENSIVE DRIVING SKILLS
- BASIC LIFE SUPPORT
- GALLUP CLIFTON STRENGTHS TRAINING
- OCCUPATIONAL HEALTH & SAFETY : WORKPLACE SAFETY

BASIC INFORMATION

Age: 35

Birthdate: November 12, 1987

Address: 327 Magiting St., United San Pedro Subd. San Pedro , Laguna

Mobile Number: 09062478896

Civil Status: Married

Nickname: Teewi

Facebook page: Just Teamiani and Teewi Justiniani

Instagram: @witee_12

