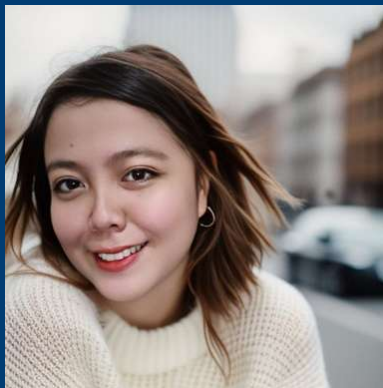




Mary Joe Cabiao

Sales And Marketing

Contact

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Skills

Computer Skills



Time Management Skills



Management Skills



Leadership Skills



Communication Skills



Administrative Skills



Organizational Skills



Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. A focused and communicative individual possessing superb data entry, time management, and customer service skills. Offering long-term years of experience providing quality administrative support to clients and company sales growth.

Work History

WING ASSISTANT

2021-2024

Sales Virtual Assistant & Sales Team Captain

Social Media Marketing Manager

3 years

E-commerce (AMAZON) - US client

- Developing social media strategies, using the latest intelligence and creative techniques to meet marketing goals - such as increased engagement, greater leads, and brand awareness.
- Moderating and community-managing social media channels.
- To increase fans, supporters, and followers – online and offline, for our clients and our channels, increasing engagement across all channels month on month.
- Scheduled posts, and managed and curated content across various platforms including Facebook, Instagram, and LinkedIn.
- Skilled in creating engaging multimedia content, building online communities, and analyzing performance metrics.
- Proficient in using Canva, and Freepik, chat GPT for the execution of content creation.
- Staying updated on social media trends, news, and algorithms to inform content strategies.

Lead Generation Specialist

3 years

Coaching Services - Australian client

- Experienced Lead Generation Specialist with a proven track record of successfully generating qualified leads and boosting sales pipelines.
- Proficient in conducting thorough market research and analyzing data to identify opportunities.
- Skilled in implementing targeted outreach strategies to engage potential clients effectively.
- Familiar with utilizing various tools and techniques to optimize lead-generation processes.
- Generating leads using LinkedIn Sales Navigator, Zoominfo, Apollo, rocket-reach and HUBSPOT, sales Pipedrive
- Email and LinkedIn messages outreach - no calling.

Medical Healthcare Assistant

3 years

3 Psychologist Doctors - Canada based clients

HIPAA CERTIFICATION

- Detail-oriented Doctor's Assistant Appointment Setter passionate about seamless coordination and exceptional customer service.
- Proficient in managing schedules, prioritizing appointments, and ensuring a smooth patient experience.
- Committed to upholding confidentiality and adhering to HIPAA regulations in all aspects of appointment setting and patient interaction.

Sales Team Captain

3 years

Handles 7-8 Sales Virtual Assistants

- Results-oriented Sales Team Captain with a proven track record of exceeding targets and motivating teams to peak performance.
- Skilled in developing and implementing effective sales strategies to drive revenue growth.
- Strong communicator with the ability to coach and mentor team members for success.

Boldr - (2020 - 2021)

Sales Development Representative

1 year & 5 months

United States

- Qualify leads through asking pre qualification questions if they are eligible to have Medicaid insurance in the US
- Once qualified we transfer their call to sales insurance agent based in United States

SALES AND MARKETING MANAGER

Goldilocks Bakeshop

2016 - 2020

4 years

Handles 5 stores in South Cebu

Harbour City Dimsum Chinese Restaurant

2013 - 2016

3 years

Handles 2 stores in Lapu- Lapu City

EDUCATION

Bachelor of Science: Hotel and Restaurant Management

2009-2013

State University of Northern Negros- Sagay City, Negros Occidental