

IAHONA GEM TECSON

CONTACT

Address : North York, Ontario M2J

Phone : 437 982 4106

Email : geeemt@gmail.com

SKILLS

- Sales Expertise
- Administrative Tasks
- Basic Accounting
- Proficient in Microsoft Office 365
- Customer Satisfaction
- Relationship Building
- Adaptability
- Interpersonal Skills
- Effective Communication
- Event and Activity Planning
- Problem-Solving abilities
- Organizational Skills
- Creating Marketing Materials using Canva, Adobe Acrobat, Picsart and other applications.

LANGUAGES

English:

Full Professional

PROFESSIONAL SUMMARY

- A driven and adaptable individual with a strong background in sales, marketing, and administration who is ready to make a valuable contribution to a dynamic workplace. I am looking for a job where I can use my expertise in accounting technology, diploma in international business, and real estate sales experience to drive sales initiatives, build client connections, and provide outstanding service.

WORK HISTORY

CLERK, 09/2022 to Current (Part-Time)

Les Magasins / Hart Store Inc. - Tapscott Rd, Scarborough, ON M1B 4Y7

- Process POS purchases and Cash Register
- Improved customer satisfaction by promptly answering inquiries and providing accurate information.
- Utilized strong multitasking skills to manage multiple priorities and tasks, ensuring timely completion of each assignment.

SALES OFFICER, 04/2022 to 08/2022

Cebu Landmasters, Inc. - Cebu IT Park, Philippines

- Provided exceptional pre-and post-sales support, ensuring client satisfaction at all stages of the process.
- Delivered compelling presentations to clients, showcasing product features and benefits.
- Trained junior sales staff, mentoring them on best practices and strategies for success.

SALES CONSULTANT, 09/2020 to 09/2021

Benedict Ventures, Inc. / Be Residences Projects - Cebu IT Park, Philippines

- Advised clients on appropriate product selections based on their unique needs, ensuring optimal satisfaction levels upon purchase.
- Strengthened brand reputation by delivering superior customer experiences that fostered loyalty and repeat business.
- Generated increased sales revenue through effective lead generation and follow-up efforts.

GROUP SALES OFFICER (Supervisory Level 1), 05/2019 to 03/2020

Sun Life Grepa Financial, Inc. - Fuente Osmena Circle, Cebu City, Philippines

- Generation of new business premiums and the service of the new accounts during the first year
- Negotiated contracts with vendors optimally, securing best deals for the organization while maintaining excellent working relationships.
- Enhanced communication between team members by organizing regular meetings and fostering open dialogue.

PROPERTY SPECIALIST, 07/2017 to 10/2018

Ayala Land Sales Inc. - Cebu City, Philippines

- Developed efficient marketing plans for listings
- Set and managed appointments to show rooms and site tours to prospective clients
- Helped clients decide between financing options to ensure satisfaction
- Built a loyalty and trusted relationship with clients
- Designed and updated marketing materials
- After Sales Service

SALES ASSOCIATE, 03/2016 to 06/2016

Bargain Beachwear - Myrtle Beach, South Carolina, USA

- Process POS purchases and Cash Register
- Boosted customer satisfaction levels through exceptional service, addressing concerns promptly, and providing a welcoming store environment.

EDUCATION

Diploma, Business – International Business

Centennial College - Scarborough, M1G 3T8

Graduated: December 2023

Bachelor of Science in Accounting Technology

University of San Carlos - Cebu City, Cebu

Graduated: April 2027

CERTIFICATIONS

Health and Safety Awareness Compliance Training Module

November 9, 2023

Microsoft Office Specialist - Word and Excel 2019

April 3, 2023