



MAYETH L. MANLAPANG

Contact

Phone

09511945763

Email

mayethmanlapang@gmail.com

Address

Lacarayan tigbao
Zamboanga del Zur

Education

Lacarayan elementary school
2016–2017

Libayoy National High School
2024–2025

Skills

- Customer Service
- Sales and Marketing
- Communication Skills
- Cash Handling
- Teamwork

Language

- English
- Tagalog
- Bisaya
- Subanen

About me:

A hardworking, responsible, and customer-oriented individual seeking a position where I can apply my customer service and sales skills. Eager to contribute to the company's success while gaining valuable experience and professional growth.

Work Experience

Sales Associate

Retail Store / Mall Sales Staff

Duties and Responsibilities:

Assisted customers with product inquiries and purchases.
Promoted products and provided information about features and benefits.
Maintained store cleanliness and proper product displays.
Organized stocks and monitored inventory levels.
Handled cash transactions and issued receipts.
Ensured customer satisfaction through excellent service.
Worked closely with team members to achieve sales targets.

Profile summary:

Experienced in assisting customers and promoting products.
Able to work under pressure and meet sales goals.
Good communication and interpersonal skills
Reliable, honest, and dedicated to work
Friendly and approachable personality

References

Phone: 09511945763

Email : mayethmanlapang@gmail.com



LORNA ALVARADO

Sales Representative

Contact

Phone

123-456-7890

Email

hello@reallygreatsite.com

Address

123 Anywhere St., Any City

Education

Bachelor of Marketing

Wardiere University
2016 – 2020

BA Sales and Commerce

Wardiere University
2020 – 2023

skills

- Sales Strategies
- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Networking
- Market Research

Language

- English
- French

Professional Experience

2020

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2023

Inside Sales Representative

Arowwai Industries | 123 Anywhere St., Any City

- Developed and executed sales strategies, resulting in a 25% increase in annual revenue. Managed a portfolio of 50+ clients, achieving a 95% customer retention rate.
- Conducted market research to identify new business opportunities and target prospects.

2019

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2021

Inside Sales Representative

Arowwai Industries | 123 Anywhere St., Any City

- Prospected and qualified leads through cold calling, email campaigns, and networking events.
- Increased sales by 20% by implementing effective upselling and cross-selling strategies.
- Maintained up-to-date knowledge of product features and benefits to provide accurate information to clients.
- Collaborated with the marketing team to develop targeted sales materials and promotional offers.
- Provided exceptional customer service, addressing inquiries and resolving issues in a timely manner.

2017

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2019

Sales Associate

Arowwai Industries | 123 Anywhere St., Any City

- Prospected and qualified leads through cold calling, email campaigns, and networking events.
- Increased sales by 20% by implementing effective upselling and cross-selling strategies.
- Maintained up-to-date knowledge of product features and benefits to provide accurate information to clients.
- Collaborated with the marketing team to develop targeted sales materials and promotional offers.
- Provided exceptional customer service, addressing inquiries and resolving issues in a timely manner.

References

Bailey Dupont

Wardiere Inc. / CEO

Phone: 123-456-7890

Email: hello@reallygreatsite.com

Harumi Kobayashi

Wardiere Inc. / CEO

Phone: 123-456-7890

Email: hello@reallygreatsite.com