**Cecil Deleon Marquez**

**Blk.49 L9 GPL1 Annex A**

**Malagasang 1G Imus Cavite**

**Mobile No: 0995-0198562**

**E-mail: cecilmarquez.bstcsi@gmail.com**

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**WORK EXPERIE**N**CES:**

**Blue Sapphire Telecoms Consultancy & Services, Inc.**

**November 2011 up to present**

**Senior Business Development Manager**

* Be familiar with all seminars, services, applications, and instructors in order to discuss and explain materials to prospective clients.
* Telemarketing services to potential clients and assist in coordination and implementation of telemarketing activities by contracting companies.
* Develop and maintain close relations with local business community in order to fulfill client’s needs more effectively.
* Promote services through conventions, trade shows, public relations, etc.
* Responsible for taking care of business relationships between the clients and companies they are employed in.

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**Homemark Inc.**

**Feb.2011-July 2011**

**Encoder/Secretary/Office Staff**

* Prepare Memos/Update status of Homeowner
* Encode & Print data and other clerical works.
* Assist weekly seminar of Pag-ibig (HDMF)/Update Turn-Over Homeowners
* Transmit documents and Coordinate to Documentation Dept.
* Receive incoming call/Update & follow-up Meralco, water connection of Homeowners.

**Phil.Rural Bank Corporation**

**January 2009-February 2011**

**Loans Officer (New Account Dept.)Office Staff**

* Counsel clientele regarding their payments scheme, terms & conditions of PRBANK
* Prepare payments computation of clientele
* Responsible to keep/.file the hard copies of documents of clientele
* In-charge of preparing complete sets of of blank loan documents of clientele
* To update the supervisor of the processed/encoded loan documents
* Processing daily releases.

**April 2008- Jan.2009**

**HR Staff**

**CBZ Auditing and Accounting Services**

* Encodes the input and output expenses of the various client
* Responsible for maintaining optimal staff requirements of the company.
* Encoding, printing and filing reports of various clients.
* Operates and receives incoming telephone calls then connect them to the group

Or person concerned

* Supervise preparation of employment contract.

**December 2006-January 2008**

**Singer,Sales Administrative**

**Wow Magic Sing**

**Astroplus,Astrovision (Boutique)**

* To sing and to sell.
* Promote product in our best way.
* Spy competitors and informs sales Dept.from time to time in any info.
* Regarding competitors
* Oversee day to day sales in our outlet.
* Represent dealers and our product during the exhibit.
* Generates sales daily.

**March 2005-December 2006**

**Asst OIC/Sales Staff**

**Dickies Jeans USA**

* Assist the store manager in supervising subordinates & the management of the store.
* To oversee of the assigned dept.& ensure the attainment objectives in terms of sales,

quotas and other store operation objective.

* Responsible for the day-to-day management & achievement of the sales dept.
* Set obtainable goals consisitent with coporate objective & measure performance.

**March 2004-August 2004**

**Counter checker/Sales Staff**

**Herbench/Bench/Human Boutique**

* Operate,scan product and accept payments.
* Toggling of cash & dated checks.
* Generate daily collection report and prooflisting.
* Enter purchase into cash register to calculate total price.

**PERSONAL DATA:**

**Date of Birth** : September 02, 1985 **Father’s Name** : Ceferino Marquez (deceased)

**Place of Birth:** Malabon Metro Manila **Mother’s Name** : Corazon De Leon(deceased)

**Civil Status** : Single **Religion** :Catholic

**Weight**  : 70 kilos **Citizenship**  : Filipino

**Height**  : 5’5  **Age** : 34

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**PERSONAL BACKGROUND**

With good customer service and service oriented, can train and handle people. Computer Literate and basic in internet. Quick-witted and an exceptional multi-tasker. Love to sing very much. With Initiative and responsible person.

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**EDUCATIONAL BACKGROUND**

**Tertiary:** ADVANCE COMPETENCIES TECHNOLOGICAL MANPOWER ACADEMY

Dasmariñas Cavite

**Secondary:** BACOOR NATIONAL HIGH SCHOOL

Molino 1, Bacoor Cavite

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**ACHIEVEMENTS**

* Blue Sapphire Telecoms Consultancy & Services Inc 2014 Best Salesman of the Year
* Dickies Employee of the month plus double Achievers quota.

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**CHARACTER REFERENCES:**

Mr**.** Ernan PaleanI.T Manager

PNC Garnet Property Holdings Corp.

Dr. Nelia Evangelista OB- Gynecology