



Zarina Mae Acero Tolosa

OBJECTIVE: To seek a career opportunity and render service in a challenging environment that will utilize my education, research background, knowledge-experience in sales, business development, trade, and marketing.



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LINKEDIN

Zarina Mae Tolosa |
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EXPERIENCE

February 2022 – August 2023

Regional Sales Support Team Leader • Globe Telecom under Asticom Technology Inc.

• Cluster 1 & Cluster 2 (OneLuzon)

- End to end flowthrough of client applications needed with urgency. End to end tending of escalations of Sales and OneLuzon RSS Team. Reporting the month-on-month Business Review to Operations Manager and Cluster Heads. Back-end support to Sales. Consolidating Nationwide Data and Reporting the National Flowthrough Dashboard.

February 2017 – February 2022

Regional Sales Support • Globe Telecom under Asticom Technology Inc. • Bicol & Quezon

- End to end flowthrough of client applications. Reporting month on month business review to Business Area Head. Back-end support to Sales.

September 2016 – November 2016

Junior Account Manager • Globe Telecom under Asticom Technology Inc. • Naga City, Camarines Sur

- Customer Service. Face to face meeting with clients. Catering their needs for their business to grow and digitalized. Contacting clients to understand their requirements and work on a sales plan. Providing after-sales support to retain customers.

April 2016 – November 2016

Freelance SEO Content Writer • LandC SEO Content Marketing • Guinobatan, Albay

- Writing articles for US based clients.

EDUCATION

Bachelor of Science in Business Administration major in Operations Management and Services,

Bicol University College of Business, Economics and Management (BUCBEM), Daraga, Albay

- Academic Awardee with 1.745 GWA

Marcial O. Rañola Memorial School (MORMS), Guinobatan, Albay

Guinobatan West Central School (GWCS), Guinobatan, Albay

- 5th Honorable Mention

SKILLS & STRENGTHS

Enthusiastic, analytic, creative, high-achieving and a self-motivated individual.
Computer Literate, Microsoft Tools (Word, Excel, PPT, etc.)

Good Communication skills, Customer Service

Flexible

Hardworking

Patient

Fast Learner

JIRA

CRM

Salesforce (SFA)