



Certificate of Completion

This certifies that

LOUNY STEPHANIE ESTEVES SAJENES

*has completed Real Estate 101 Training
and Nesting
from February 22, 2021 to March 6, 2021*

A handwritten signature in black ink, appearing to read 'April DeLa Cruz', written over a horizontal line.

APRIL DELA CRUZ

TRAINING MANAGER

A handwritten signature in black ink, appearing to read 'Antoine Campbell Sr.', written over a horizontal line.

ANTOINE CAMPBELL SR.

PRESIDENT

PROVIDED BY

V1 Training and Marketing LLC

Louny Sajenes

General Virtual Assistant

 Bacoor, Cavite, 4102

 09608401187

 lounyesajenes@gmail.com

Talented VA with exceptional marketing skills and cold calling background. Enthusiastic professional with ability, drive and determination needed to succeed in new business development. Excellent communicator skilled at relating with people at all levels and offering flexibility of working well on teams or individually.

Skills

● CRM	●●●●● Excellent
● Social Media Management	●●●●● Excellent
● Google Ads	●●●●● Excellent
● Digital Marketing	●●●●● Excellent
● Administrative support	●●●●● Excellent
● Database Management	●●●●● Excellent
● Outbound and Inbound Calling	●●●●● Excellent
● Basic SEO	●●●●● Very Good
● Content Creator	●●●●● Excellent
● Google Suite	●●●●● Excellent

Work History

General Virtual Assistant

The Cres Group, Washington DC, Washington

- Executed travel arrangements by researching and booking flights and accommodations.

2019-01 - 2020-11

- Analyzed and compiled data to prepare comprehensive reports for management.

Customer Service Representative

Cansami Consumer Goods Trading, Bacoar, Cavite

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Cultivated customer loyalty, promoted repeat customers and improved sales.
- Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions.

2017-01 - 2019-01

ESL Language Teacher

Acadsoc, Bacoar, Cavite

- Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.
- Developed activities and integrated technology to diversify instruction.

2014-01 - 2017-01

Business Owner

Mark and Louny General Merchandising, Muntinlupa, Metro Manila

- Devised and deployed sales and marketing tactics to drive strategic growth and support achievement of revenue goals.
- Put together realistic budgets based upon costs and fees for effectively operating business.

2013-01 - 2014-01

Retail Business Owner

Ambry boutique, Muntinlupa City, Metro Manila

- Put together realistic budgets based upon costs and fees for effectively operating business.
- Devised and deployed sales and marketing tactics to drive strategic growth and support achievement of revenue goals.

2012-12 - 2013-01

Medical Phlebotomist

Perpetual Help Medical Center, Las Pinas City, Metro Manila

- Protected patients by following infection control, sharps disposal and biohazardous waste disposal procedures.
- Drew blood from veins by vacuum tube, syringe or butterfly venipuncture methods.

2010-12 - 2012-12

Medical Laboratory Technician

Medical Center Paranaque, Paranaque, Metro Manila

- Communicated with patients and families to obtain patient medical histories and vital information.
- Communicated with dispatch and treatment center personnel to provide information about medical situations and receive instructions for further treatment.

2006-06 - 2010-03



Education

Bachelor of Science: Medical Technology

Perpetual Help of System Dalta - Las Pinas City

High School Diploma

Christ The King School of Muntinlupa - Muntinlupa

- Graduated in Top 5 in Class
- 2004 Member of School Council
- Elected to President for CKSM Student Council in 2005



Accomplishments

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Resolved product issue through consumer testing.



Certifications

2021 -01

Introduction to CRM with Hubspot

2021 -02

Introduction to G Suite

2021 -03

Customer Segmentation and Prospecting

2021 -04

Introduction to Social Media Marketing

2021 -02

Real Estate 101 Nesting and Training