





# OCAÑA, ROSE KRISTINE CABALUNA

SALES EXECUTIVE/ VIRTUAL ASSISTANT

## CONTACT

 [rkocana@gmail.com](mailto:rkocana@gmail.com)

 +639153521118

 Cebu City, Philippines

 <https://www.linkedin.com/in/rose-kristine-ocana-247572b2>

## SKILLS

Sales

Microsoft Office

Team Work

Customer Service

Problem Solving

## LANGUAGES

Tagalog, Bisaya and English

## AWARDS

Miss ABE International Cebu

Top 2 Sales in Megaworld Corporation-Cebu Team

## EXPERIENCE

**Operations Manager** May 2005- Feb 2007

Ocaña Trading Corporation

- Manage miners from different sites in Negros.
- Market local and International investors.

**Receptionist** Mar 2007- Apr 2008

Waterfront Hotel

**Sales Representative** Apr 2008- Sep 2008

Cordia Communication

- Cold call selling.
- Convince customers to switch their line to ours.

**Sales Manager for Visayas and Mindanao** Sep 2008- Mar 2009

Samsung Mobile

- Visit cellular phone shops to check on their inventories and store displays
- Market more cell phone shops to get more cell phone units
- Introduce cell phone shop owners to updated and/or new cell phone units.

**Senior Property Specialist** Oct 2014- Jul 2017

Megaworld Corporation

- Selling condo units
- Manage rentals
- Handle Property Specialists and mentor them

**Sales Specialist** Aug 2017- Apr 2018

Toyota Mabolo

- Selling Cars

**Travel Consultant** Oct 2018- 2019

Dyninno Inc.

- Selling airline tickets
- Retain customer relation to existing clients for future clients and more return clients.

**Senior Sales Executive** Nov 2021- March 2023

Medspecialized, Inc.

- Selling IT software and hardware
- Shop for cheaper wholesale hardware to resell it to clients

## **EDUCATION**

Bachelor in Science of Business Administration Major in E-Finance  
ABE International College for Business and Accountancy

Jun 2002- May 2006

## **PROJECTS**

**Lions Club International Foundation**

Sep 2017-2021

**Treasurer of Cebu Magellans Lion's Club**

As a club member we support our fellow club members to any charitable projects such as feeding program, tree planting, gift giving to the needy, book drive, help rebuild public schools, giving relief goods to families that are affected from disasters, clean up drive and many more humanitarian projects.

**Church Volunteer**

Dec 2020- Present

**Head of the Ministry of Usherettes**

- Train Usherette members to its role
- Inspire members to serve God and people
- Make sure the mass celebration is smooth
- Ensure peace and order

**Church Volunteer**

Oct 2020- Present

**Member of Social Communication Ministry**

- Operates live feed mass celebration
- Edit pictures for tarpaulins and social media posts
- Document events

## **REFERENCE**

Francis Palmares  
Chief Operating Officer  
Prime Top Properties  
+63917-7161177

Niño Aaron Rances  
Sales Manager  
Medspecialized  
+639175551519