



Arrah Angelica T.

Sales Executive Assistant



SUMMARY

Professional with 5 years of executive assistant experience, 3 of which were spent focusing on EA sales support. Results-oriented with a proven track record of proactively addressing issues for key executives, a keen eye for detail, and a drive to organize through daily planning and clear communication are all qualities that set this individual apart.

CORE COMPETENCIES

- Project Management
- CRM Management
- Lead Generation
- B2B Cold Calling
- Appointment Setting
- Client Retention
- Travel Management
- LinkedIn Management
- Office Administration

PROFESSIONAL EXPERIENCE

MAY 2020- PRESENT

EXECUTIVE ASSISTANT TO CEO

SABON STATION - PHILIPPINES

- Manages daily operations overseeing product inventory, bookkeeping, sales, and marketing
- Supervises weekly staff meetings with 25+ vendors ensuring product quality
- Coordinates all domestic and international travel arrangements for the CEO
- Serves as the executive key point person coordinating across senior leadership

JUN 2019- SEPT 2020

SALES EXECUTIVE ASSISTANT

DOCTORS ANYTIME - PHILIPPINES

- B2B cold-calling and email outreach to hospital directors and medical doctors in the US
- Prepared customized presentations for clients and ran 15+ weekly product demos
- Acted as liaison with other department administrative assistants and sales teams
- Managed three executives' daily calendars, inboxes, and LinkedIn communication

MAY 2017- MAY 2019

SALES EXECUTIVE ASSISTANT

KEEPTRUCKIN INC. (NOW MOTIVE) - CALIFORNIA

- Generated and qualified leads leveraging LinkedIn Sales Navigator, Apollo, Outreach.io
- Coordinated customer operations including front desk processes, orders, and payments
- Used considerable judgment when scheduling appointments and screening telephone calls
- Maintained rigorous internal business processes including invoicing, sales incentive programs, and sales bonus programs

TOOLS EXPERTISE

- Asana
- Outreach.io
- LinkedIn Navigator
- G Suite
- Calendly
- Salesforce
- Slack
- Apollo
- Zoho CRM

EDUCATION

2010

Bachelor of Science in Nursing

La Salle University