

CLARICE CARASIG

Sales/Customer

Service Specialist/Administrative

Supervisor/Termination Specialist

CONTACT

 +639351949826

 clariceangelacarasig@gmail.com

 Block 2 Lot 3 Section 11,
Belvedere Towne 3, Pasong
Kawayan II, General Trias
Cavite 4107

 www.linkedin.com/in/clarice-angela-carasig-5b0ba6346

PROFILE

Outbound and Inbound Sales Specialist. I manage to keep clients, customers, company and myself satisfied under any circumstances due to my passion for work. People love working with me as I offer wonderful environment and meaningful connections.

EDUCATION

COLLEGE OF THE HOLY SPIRIT OF TARLAC

2012-2016

BSBA Financial Management

AWARDS & CERTIFICATIONS

- Licensed Financial Advisor
- Lead Termination Assistant Promotion
- Top Sales Agent Award February 2020 (Choice Hotels)

SKILLS

- Sales
- Customer Service
- CRM Software
- Appt. Setting
- Lead Generation
- Termination Assistant
- Administrative Supervisor

WORK EXPERIENCE

ADMINISTRATIVE SUPERVISOR

February 2025 - October 2025

PREVENTATIVE DENTAL OASIS

- Booking appointments daily for a Dental Visit in Childcare Centres across Australia and completed a fully booked year for 2025-2026 in 4 months
- Calendar and Email Management
- General VA
- Billing/Invoice
- Customer Service
- Data Entry

SALES AGENT/APPOINTMENT SETTER

August 2024 - February 2025

HOMEAGLOW

- Developed strong relationships with clients through excellent customer service and regular follow-ups. Assisted call-in customers with questions and orders. Required to have 2 appointments of professional cleaning service daily and can produce up to 10.

BUSINESS DEVELOPMENT MANAGER & LEAD TERMINATION

September 2020 - July 2024

HAULLA

- Prepared contracts and documents for transactions
- Conducted market research on local real estate trends
- Compiled property information and photos
- Managed client database and contact information
- Scheduled property tours and open houses

APPOINTMENT SETTING / CUSTOMER SERVICE / EMAIL & CHAT SUPPORT

November 2019 - August 2020

LAWN LOVE

- Appointment Setting Lead Generation Streamlined customer service processes by implementing effective email templates and guidelines.

SALES / CUSTOMER SERVICE / EMAIL & CHAT SUPPORT

February 2017 - October 2019

SITEL

- Inbound Sales in hotel rooms reservation in US hotel chain [Choice Hotels] (voice, email, chat) Assist in corporate accounts Help customers enroll in membership programs Managed escalated customer issues effectively, ensuring resolution while maintaining a professional demeanor at all times.
- Certificate Awardee of Top Sales Agent for the month of February 2020