



CELSO MORALLA JR.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

Trello
 Sales Navigator
 Zendesk
 Apollo.io
 Sales force
 Google drive
 Google docs
 Microsoft offices tools
 Canva
 Video editor etc.

PERSONAL PROFILE

A professional with 8 years of diverse experience across Lead generation, Appointment setting, Social Media Management, Customer Service, Technical support. Skilled in fostering customer relationships, driving engagement, and executing effective strategies to achieve business goals.

WORK EXPERIENCE

FREELANCE LEAD GENERATION SPECIALIST/APPOINTMENT SETTER

Setters Philippines, August 2024 -current

- Utilized data analysis tools to identify trends and patterns in lead behavior,
- Managed multiple lead generation channels simultaneously, ensuring consistent results across all platforms

SOCIAL MEDIA MANAGER

August 2024 -current

- Content Creation: Expertise in creating engaging posts, graphics, and videos.
- Analytics & Reporting: Experienced with tools like Google Analytics and Hootsuite to track performance.
- Community Engagement: Strong in building and managing online communities

OTHERS:

- SERVICE DESK SPECIALIST TIER IV- 1 YEAR
- CUSTOMER SERVICE REPRESENTATIVE - 2 YEARS
- PHARMACY ASSISTANT- 4YEARS

EDUCATION HISTORY

QUEEN OF APOSTLES COLLEGE SEMINARY

Tagum City, Philippines

College Graduate: Bachelor of Arts major in Classical Philosophy