

Ada Marie Sabulbero

Lapu-Lapu City, Cebu, Philippines

CAREER OBJECTIVES

Seeking a dynamic role within a respectable organization to further enhance my expertise, experience, and abilities.

KEY COMPETENCIES

- Time Management
- Lead Generation
- Prospecting
- Collaboration
- Creativity
- Good communication skills
- Active Listening
- Cold Calling
- Negotiation
- Problem-Solving
- Critical thinking skills
- Nonverbal communication
- Adaptation
- Objection handling
- Proficient in GoHighLevel CRM and MS Office suite products such as Word, Excel and PowerPoint

PROFESSIONAL EXPERIENCE

Hang Zhan Education **Jan 2017 - March 2020**

Online Teacher with TEFL Certificate

Lesson planning, student assessment, curriculum implementation, and language instruction in a culturally sensitive manner. Skilled in interactive teaching, feedback delivery, progress monitoring, and technology integration to enhance the learning experience. Demonstrated ability in time management and adaptability to cater to diverse learning styles.

Stonetapert Company (U.S.-Based Client) **March 2020 - May 2025**

Telemarketing Outbound Calls (Medicare Health Plan)

Medicare sales representative with skills in prospecting, scripting, outreach, qualification, information gathering, compliance, objection handling, lead generation, documentation, follow-up, training, reporting, customer service, and feedback integration. Demonstrated ability to effectively communicate with potential clients and promote Medicare products while adhering to legal and ethical guidelines.
Detail-oriented with a focus on maintaining accurate records and providing excellent customer service. Proactive in staying informed about changes in Medicare policies and products to enhance sales performance.

Advanced Payment Solutions (Australian-Based E-Commerce Company) **January - July 2025**

B2B Appointment Setter (part-time)

Conducted targeted outreach to business owners, generated qualified leads, and scheduled high-value appointments for the sales team. Proficient in GoHighLevel CRM, efficiently managing pipelines, tracking prospects, and maintaining accurate records of interactions to ensure consistent follow-ups and engagement. Demonstrated strong, persuasive communication, objection handling, and strategic follow-up skills to nurture prospects and support overall sales growth.

AmeriLife (U.S.-Based Client) - Part-Time **June 2026 - Present**

Appointment Setter / Customer Service / Data Entry

Conduct outbound calls to qualify Medicare prospects, schedule appointments for my client, and assist customers with their inquiries. Maintain accurate customer records, perform data entry, document call outcomes, and update leads, follow-up tasks, and appointment details using GoHighLevel (GHL) CRM. Demonstrate strong communication, active listening, objection-handling, and time management skills while maintaining accurate records and providing a positive customer experience.

EDUCATION

SAINT COLUMBAN COLLEGE (Pagadian City)

BS - Hotel and Restaurant Management (BSHRM)
Graduated (06/2009-10/2013)