

# Jonabel P. Marin

Address : Electra St. Abu Dhabi, UAE

Email Add.: [jpm\\_129@yahoo.com](mailto:jpm_129@yahoo.com)

Mob. No. : +971529057831/ 0501382976



**Career Objective:** To pursue a promising career that promises challenge with potential for significant growth, wherein my professional skills can be applied to achieve the goals and objectives put forth by the organization to optimize my skills in an environment, which is committed towards professionalism and believes in teamwork, coupled with a view to contribute towards the overall organizational goal.

## AREAS OF EXPERTISE, SKILLS and ACHIEVEMENT

- ✚ Interpersonal Communication, Relationship Management, Leadership, Team Management, Adaptability, Public Speaking, Creativity, Powerful negotiator, Market and Competitive analysis, Methodical Multitasker
- ✚ Had been in Training, Sales & Marketing, Customer Service and Quality Assurance field
- ✚ Proficient in MS Word, Excel and Power point, Internet and E-mailing marketing
- ✚ Awarded as Best Training Sales Coordinator by Haward Technology and promoted as Quality Assurance Officer
- ✚ Al Mawhiba (Bilingual) Private School Outstanding Teacher of the Year SY 2015
- ✚ Strong knowledge of marketing and negotiating techniques
- ✚ Proficient in English Language both Oral and Written and basic Arabic
- ✚ Had been in Teaching Industry / ESL Teacher an International Educator
- ✚ LET (Licensure Examination for Teachers) Passer with License
- ✚ Registration Master for In House Courses
- ✚ Effectively handled multiple tasks simultaneously

## CAREER SUMMARY

### CAREER MANAGEMENT CONSULTANTS and TRAINING Est.

#### Senior Training Marketing Executive

##### June 2019 – present

- ✚ Communicate with target companies
- ✚ Build and maintain rapport with the new and existing clients
- ✚ Identify training and development needs (each department) through job analysis, appraisal schemes and communicates directly for any urgent and related issues to the Training managers, Learning & Development and HR department

- ✚ Attend events such as business meetings with the clients, conferences and exhibitions both local and abroad
- ✚ Conduct market research (using clients enquiries) to gain additional registration
- ✚ Prepare and format Training outlines as per clients' requirements and Training plans
- ✚ In charge of the End of Course Report and Prepare Invoice request and coordinate with the accounts department
- ✚ Provide assistance in preparing yearly Training Plan and schedule on both Public and In-House Courses
- ✚ Responsible in searching and gaining new clients to achieve the monthly sales target
- ✚ Assist the Operation Department in preparing Training materials for Public and In House courses; Update and upload outlines on the website
- ✚ Understand client needs and offer solutions and support: answer potential client questions and follow-up call questions; respond to client requests for proposals (RFPs) and submit a tender response

**AL MAWHIBA (BILINGUAL) PRIVATE SCHOOL**  
**ESL (English as a Second Language) TEACHER – Girls School**  
**(Elementary/Secondary Level) September 2014 – May 2019**  
**Muscat, Oman**

- ✚ Plan, prepare and teach well developed lessons which enthuse and inspire students, and promote enjoyment of learning
- ✚ Teach and educate students according to guidelines under the supervision of Ministry of Education (implement the designated curriculum and in due time)
- ✚ Pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area
- ✚ Write reports on students with clear formative comments and targets as to how to improve work by defined deadlines given, and provide regular estimated grades and feedback on assessments
- ✚ Promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- ✚ Participate in In-Service education and training courses as well as in Continuing Professional Development (CPD) opportunities and taking part in action research exercises
- ✚ Interact with academic supervisor (Ministry of Education) to improve delivery of academic programs
- ✚ Supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times

## **HAWARD TECHNOLOGY MIDDLE EAST**

### **Senior Training Coordinator and Quality Assurance Officer**

**June 2010 – March 2012**

**Abu Dhabi, UAE**

- ✚ Market available training to clients and provide necessary information about sessions
- ✚ Design, prepare and order educational aids and materials
- ✚ Maintain updated curriculum database and training records
- ✚ Assess instructional effectiveness and determine the impact of training on employee skills
- ✚ Gather feedback from trainers and trainees after each educational session
- ✚ Manage and maintain in-house training facilities and equipment
- ✚ Maintain effective communication with clients to establish training needs
- ✚ Gathering new clients by research
- ✚ Updating database Infosys

## **KMK Global Supply for Hotel and Restaurant**

### **Marketing Executive**

**November 2009 – May 2010**

**Abu Dhabi, UAE**

- ✚ Marketing new products and services to existing and new customer
- ✚ To bring in and follow-up on new sales and projects from existing customer
- ✚ Monitoring competitor activity
- ✚ Evaluating marketing campaigns
- ✚ Contributing to and developing marketing plans and strategies

## **Wadah Haj Murad GROUP (CATIMINI Paris France Kid's Wear/ EMOZIONI/ZAPA)**

### **Sales Executive cum Cashier**

**November 2007 – October 2009**

**Abu Dhabi Mall**

- ✚ Customer assistance in choosing the right product.
- ✚ Making daily and monthly report.
- ✚ Received payment by cash, credit card and cheque
- ✚ Deposit sales of the company in bank on holiday basis
- ✚ Act as the Store in charge in the absence of the store manager
- ✚ Negotiate all the clients and do visual merchandising

**FASTLIMO Abu Dhabi UAE (Main Branch)**  
**Guest Service Executive (Customer Service Abu Dhabi Airport)**  
**May 2006 – December 2006**

- ✚ Promote transportation business to incoming and outgoing passenger.
- ✚ Assisting passenger in airport amenities and facilities.
- ✚ Guide and assist ETIHAD Guests, AMIR Tours, R&B Tours, ALPHA Tours, etc.
- ✚ Responsible for Outgoing and Incoming faxes and Advising customers on fees and Services

**ESCUELA CATOLICA DE SAN LUIS GONZAGA**  
**Classroom Teacher**  
**June 2001 – April 2006**

- ✚ Identify the needs of individual students in their classes and work to help each child develop his/her own potential
- ✚ Confer with students over their work
- ✚ Classroom Adviser teacher for Grade 4
- ✚ Teaching English, Math and Science subject for Intermediate level
- ✚ Involve in decision making and planning for school program
- ✚ Conduct parent-teacher interviews
- ✚ Prepare lessons, making them as interesting as possible and prepare resources for the classroom
- ✚ Attend professional development sessions to improve teaching methods and curriculum

**HIGHEST EDUCATION**

- Field of Study** : Bachelor of Elementary Education (1996-2000)  
Licensure Examination for Teachers (**LET**) Board Passer  
License Number: **0684313**
- Institute / University** : Pampanga State Agricultural University  
Magalang, Pampanga, Philippines