

IAN BALINGIT

EXPERIENCED SALES REPRESENTATIVE

PROFESSIONAL SUMMARY

A self-motivated and versatile professional with over 8 years in the BPO industry and more than a year assisting executives with prospecting, appointment setting, deal closures, and administrative tasks. Skilled in sales, customer service, and operational support, with a strong commitment to driving business growth and delivering results.

PROFESSIONAL EXPERIENCES

Sales Development Representative Oasis Irrigation and Hardscapes September 22 - November 21, 2025

- Assist with handling inbound calls, messages, and customer inquiries.
- Maintain and update client records, project files, and sales documentation.
- Coordinate appointments, site visits, and project schedules with clients and field teams.
- Follow up with potential clients regarding proposals. Provide exceptional customer support and maintain a professional, friendly rapport with clients.
- Track sales leads, monitor pipeline status, and help ensure timely follow-ups

Sales Development Representative Medellin Concrete Chipping March 31, 2025 - August 15, 2025

- Generated leads from ready-mix concrete companies across U.S. states and managed data in Google Sheets and SharePoint.
- Conducted cold calls to engage prospective clients and assess lead potential.
- Qualified and endorsed viable leads to the sales team for follow-up and conversion.
- Participated in weekly team meetings to present insights on lead quality, market trends, competitor information, and other relevant data to support sales strategies.

Sales Development Representative Swan Kids October 2024 - March 2025

- Conducted cold calling and email outreach to prospective clients.
- Coordinated demo schedules and sent confirmations.
- Prepared and sent proposals, contracts, and invoice requests.
- Sent invoice invites, contract documents, and email confirmations.
- Trained new sales team members on cold calling scripts and demo scheduling. Assisted instructors/staff with documentation, including the 6000 packet, DOE, and DOH fingerprinting

SALES ASSISTANT NY Income Tax Specialist- May2024-September 2024

- Preparing and sending invoices
- Generating proposals and sending engagement letters
- Creating sales reports
- Create sales pipelines

SALES SPECIALIST

IQOR Philippines Inc July 2022- May 2024

- Create and implement sales strategy to effectively close sales.
- Identify & connect with prospective customers via chat & phone support delivering personalized service.
- Build a deep understanding of company products/services & research consumer needs to provide tailored solutions that address those needs.

SHOPIFY SUPPORT ADVISOR

Lizard bear Tasking Inc May 2021-July 2022

- Recommend apps to increase sales
- Provide feedback on how to increase traffic and how to convert visitors into customers

ASSOCIATE SALES OPS

Sutherland Global Services Philippines Inc. October 2015-November 2019

Drive sales growth by engaging customers through personalized interactions, understanding their unique needs, and tailoring features and benefits of the Microsoft Office suite to deliver the best solutions.

COLLECTION AGENT

IQOR Philippines Inc. October 2013-September 2015

Manage inbound & outbound calls to resolve overdue accounts and set up customized payment plans. Maintain accurate and up-to-date account information and assist in creating flexible payment terms.

EDUCATION

Asian Institute of E-Commerce

Diploma in Information

Technology

2008-2009

SKILLS

Tools, Technologies & CRM Used

Apollo

Expandi

LinkedIn Sales Navigator

Hubspot

Athena

Zendesk

Slack

Google Workspace

Microsoft Office Suite

