

MARIA ROCHEFEL RIVERA - DE OCAMPO

BUSINESS DEVELOPMENT CONSULTANT
DIGITAL COURSE CREATOR/ TRAINER AND SPEAKER



Career History

Chairperson- FOPSCo (Filipino Online Professionals Service Cooperative)

DTI Independent Trainer- Roving Academy August, 2019 up to date

Courses Offered:

- Social Media for MSME's
- Graphic Design for Business

DICT Independent Trainer, Assessor & Course Developer

Rural Impact Sourcing Technical Training / Digital Jobs PH Program
July, 2018 up to date

Courses Offered:

- Virtual Assistant
- Website Development
- E-commerce and Digital Marketing
- Social Media Marketing and Advertising
- English Proficiency

VApreneur Trainer and Coach : Professionalvas-Academy.com

March 2015 to date

- Created FREE Youtube VA Training Videos
- Helpful VA Blogs available at professionalvas.com
- Conducts VApreneur Online Training
- Programs/Mastemind Groups
- Organizes VApreneur on-site workshops
- Built/Manages VA Facebook group (5K+ members)
- Speaker at Online International VA Convention 2018, 2019

Business Development Coach/Consultant : rochefel.com

Happy Clients plus about 20+ more Local Businesses from each class getting free consultations about bringing their businesses online***

Tamara Belsak, TamaraBelsak.com

Website Development and Consultancy

Nilgun Yetis, NilgunYetis.com

Website Development and Consultancy

Cynthia Renee, CynthiaRenee.com

E-commerce Website Development

Carolys Witt, UrSecretWeapon.co

Website Development and Admin Services

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Nick Nekoo, REMAX Showcase,
Social Media Management

Michelle Maureen Lim-Roque,
TheHappyOrganics.ph
E-commerce Website/ Maintenance

Pamela Bacha,
RidgetopVirtualSolutions.com
Social Media Manager

Theresa Destrebeque,
ThriveWithin.com
Social Media Manager

Thilan Legierse
Social Media Manager

Dov Herman, InspectorMarketing.com
Online Business Manager, Business
Development Consultant

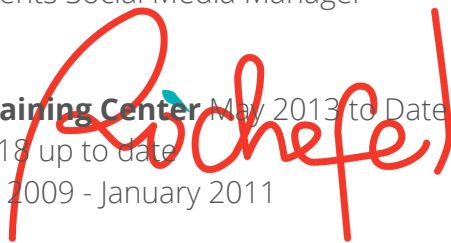
Pial Khadilla, Pial Khadilla Ventures
Website Development/Social Media
Manager

Elisa Kosarin TwentyHats.com
Website Development Consultant and /
Maintenance

Judy Thompson,
ThompsonLanguageCenter.com
Assisted in Course Creation/ Managed Online
Events Social Media Manager

Business Owner

- **Provas Online Solutions and Training Center** May 2013 to Date
- **Sunny's Drinking Water** May 2018 up to date
- **Bysse' Computer Shop** January 2009 - January 2011



Team In-charge

Business Development Consultant

Convergys Philippines Ortigas Center, Pasig City January 2006 – June 1, 2009

- I handle a team of my own, making sure the daily, weekly and monthly collections target is met.
- Take escalated calls from clients and resolving problems. Manage team's overall performance in terms of collections, attendance, work behavior and motivation.
- Preparing the necessary daily, weekly and monthly reports.
- Evaluate the team's call quality performance, give feedback and make sure that the standard of service is met at all times.
- Participate in management meetings, presenting the team's performance, goals and other activities.

Collections Representative

- **Convergys Philippines Ortigas Center, Pasig City** August 7, 2006 – January 2006 I take collections call and make sure that the set target is met.

Sales Consultant

- **Mindgate Systems, Inc.** March 15, 2005 to December 23, 2005 I make phone calls, send proposal letters and meet with clients to offer the company's services. Make presentations about the product and tailor fit their needs to the service we provide. Make all necessary preparations for product launches, exhibits, and product repackaging. Attend meetings and brainstorm about the team's performance and present solutions to arising problems.



Product Advisor

- **Circuit City for ePLDT - Vocativ** September 15, 2003 to August 6, 2004| take inbound calls and assist an online sale, make sure that the sales target is met on a daily, weekly and monthly basis while still maintaining the call quality set by the company.

Customer Service Asst

- **ePerfomax Philippines** September 2002 to January 2003| read customer's emails and respond to them with the solution for their concern.

Course Consultant

- **Informatics Computer Institute** March 2001 to August 2001
- I entertain clients and explain the courses we offer, give them payment terms and assist in enrollment process.
- Follow-up enrollees and offer other courses available.
- Make client calls for corporate accounts, present the courses and answer their questions until the account is closed.
- Make sure that the sales target is met.

Accounting Assistant

- **AMA Computer Learning Center** Head Office, Panay Avenue, Quezon City AMA Internet Access Center – Head Office June 1999 to September 2001
- I prepare petty cash and check disbursement vouchers for the daily operations.
- Prepare the payroll and necessary contributions and taxes with-held computation.
- Make summarized sales book of accounts, subsidiary books on receivables and disbursements, bank reconciliation and financial report for final checking and approval.

Educational Background

College

- **Bachelor of Science in Accountancy Polytechnic University of the Philippines**
BEPZ Branch , Mariveles, Bataan (1999)

Secondary

- **Llamas Memorial Institute**
Mariveles, Bataan (1995)

Primary

- **Danao City Central School**
Danao City, Cebu (1991)

Special Skills

- Business Development Consulting
- Course Content Development
- Online Events Management
- Graphic Design through CanvaSocial
- Media ManagementBusiness Branding
- Content Creation (blog, vlog, training, ebooks)
- Various online meeting/webinar applications
- Email and calendar management
- Business Branding
- Website Design through Wordpress
- Copywriting
- Customer Satisfaction
- ManagementEmail Sequence
- SetupLead Generation
- SEO BasicsVoice and Video
- TranscriptionMSOffice and Cloud-based Office Applications



Languages Spoken • English, Cebuano, Filipino and Basic American and Filipino Sign Language

Seminars/Trainings Attended

- Compliance Seminar on Basic Cooperative Course People's Cooperative, Mariveles, Bataan (March 2016)
- American English Skills PROSEC's 40-hour-seminar-workshop ePerformax, BPI Bldg. Makati (November 2, 2002)
- Pre-Registration Seminar August 2019 Cooperative Development Authority
- 17 Indesputable Laws of Teamwork Mastermind John Maxwell Professional Skills Mastery

Certifications

- Civil Service Eligibility; VA Starter Kit, TheVASchool.com

Personal information

Email : rochefel@gmail.com
Birthdate : December 31st 1977
Place : Orani, Bataan, Philippines SSS
No. : 02-1177949-2
Philhealth # : 07-025499623-6
TIN : 210-385-136
SSS # : 02-1177949
Driver License: D16-05-011728

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