



JEDIDIA GARRATE

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PROFESSIONAL SUMMARY

Results-driven Lead Generation and Data Operations Specialist with 7+ years of experience supporting global sales teams across the US, Canada, and EMEA markets. Proven ability to generate 100+ verified B2B leads daily, maintain high CRM data accuracy, and deliver reliable market intelligence that supports pipeline growth. Skilled in online research, lead qualification, Salesforce CRM management, and data reporting. Highly organized, detail-oriented, and experienced in remote work environments.

CORE SKILLS

- Lead Generation
- B2B Prospecting
- CRM Management (Salesforce)
- Data Entry and Data Accuracy
- Online Research and Market Research
- Data Validation and Quality Control
- LinkedIn Prospecting
- Google Workspace (Sheets, Docs, Gmail)
- Microsoft Office (Excel, Word, PowerPoint)
- Data Reporting and Analysis
- Process Improvement
- Remote Team Collaboration

PROFESSIONAL EXPERIENCE

Virtual Agent (Remote) – Dropshipping Company | March 2022 – December 2025

- Managed customer communications and order inquiries via email support.
- Processed customer transactions and converted payments into cryptocurrency.
- Maintained accurate sales and order tracking using Google Sheets.
- Ensured organized data records for internal reporting and order fulfillment.

Owner / Artist – Freelance Arts and Crafts Business | March 2020 – May 2022

- Founded and managed a small creative business producing customized artwork and souvenirs.
- Handled marketing, client acquisition, pricing strategy, and order fulfillment.
- Managed inventory, delivery coordination, and customer service.
- Maintained strong customer relationships and repeat clients.

Lead Generation Specialist – TaskUs Philippines, Imus Cavite | October 2015 – January 2020

- Generated 100+ verified B2B leads daily for sales teams targeting US, Canada, and EMEA markets.
- Conducted detailed company and decision-maker research using LinkedIn, Google, and D&B Hoovers.
- Maintained accurate records and lead tracking using Salesforce CRM.
- Verified company information including industry, size, location, and contact data.
- Routed qualified leads to appropriate sales representatives to support pipeline development.

Distributor Sales Personnel – E. Chan Marketing, Trece Martires Cavite | 2014 – 2015

- Promoted bundled products and negotiated bulk orders with retail clients.
- Monitored weekly inventory levels and coordinated stock replenishment.

Office Staff (Pre-Evaluator) – House Research Development (S) Pte. Ltd., Rosario Cavite | 2012 – 2014

- Reviewed Japanese architectural floor plans for compliance and safety standards.
- Followed AutoCAD documentation procedures and internal reporting protocols.

Intern – Administrative Trainee – HDMF Pag-IBIG Fund, Imus Cavite | 2011

- Updated member contribution records with accuracy and confidentiality.
- Contacted members regarding contribution follow-ups and payment status.

EDUCATION

Bachelor of Science in Business Administration – Major in Human Resource Development Management
Polytechnic University of the Philippines – Maragondon Campus
2008 – 2012

CERTIFICATION

Civil Service Professional Eligibility – Passed (2025)