



JEANS



EXECUTIVE VIRTUAL ASSISTANT

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EDUCATION



Bachelor of Science in Business Management
Major in Human Resource

TOOLS

- Freedomsoft
- Batchdialer
- Calltools
- Mojo
- ReadyMode
- Google Suite
- Vulcan7
- Podio
- Trello
- Batchlead
- Clickup
- Gohighlevel
- Compass
- CRM
- Canva
- Slack
- Microsoft
- Office Skype
- Google
- Calendar
- Calendly
- Agent
- Assistant
- Dialpad
- NAV Zoho
- PDF Reader
- Later
- LinkedIn
- Dripify

PROFILE

Detail-oriented Executive Virtual Assistant committed to enhancing precision and productivity by establishing and managing administrative protocols. A focused and adept communicator with a proven track record in data entry, skilled time management, and delivering outstanding customer service. With extensive experience in providing superior administrative support to diverse clients, consistently surpassing expectations. Additionally, I bring valuable experience as an Executive Virtual Assistant with expertise in both residential and commercial real estate, as well as social media management.

SKILLS

Customer Relations & Communications: Proficient in fostering strong client relationships and addressing concerns promptly and professionally.

Business Correspondence: Skilled in composing and managing various professional communications with accuracy and effectiveness.

Calendar Organization: Efficiently organizes and manages calendars for seamless coordination and time management.

Email Organization: Manages email correspondence efficiently for timely responses and communication management.

Project Planning: Orchestrates and executes plans for timely and successful project completion, leveraging strong organizational abilities.

Workflow Planning: Strategically plans and optimizes workflows to enhance office efficiency and productivity.

Report Writing: Proficient in creating comprehensive reports, analyzing data, and presenting findings effectively.

Social Media Management: Familiar with leveraging social platforms to enhance business presence and engagement using effective marketing strategies.

Employee Time Sheet Processing: Competent in managing and processing employee time sheets with accuracy and compliance.

Records Management: Expertise in maintaining meticulous records with systematic categorization and retrieval.

Office Management: Proficient in overseeing office operations, including resource allocation, scheduling, and ensuring a well-organized workspace.

WORKING HISTORY

Executive Assistant to CEO

Period: December 2022 - July 2024

Client Communication & Scheduling:

- Proactively manage client inquiries, ensuring prompt responses.
- Schedule property viewings and meetings, optimizing brokers' availability.

Administrative Assistance:

- Organize and maintain property listings for efficient marketing.
- Assist in creating impactful marketing materials like brochures.
- Maintain accurate client databases.

Calendar & Transaction Management:

- Coordinate brokers' schedules for optimal time usage.
- Meticulously manage transaction paperwork.

Market Research & Analysis:

- Conduct in-depth property market research.
- Assist in preparing detailed valuation reports.

Marketing Support:

- Create engaging marketing pieces to promote properties.
- Collaborate in executing marketing strategies.

Documentation & Reporting:

- Prepare contracts and organize legal documents.
- Generate property performance reports for strategic planning.

Client Relationship & Technology:

- Cultivate strong client relationships and utilize CRM tools effectively.

Ad Hoc & General Support:

- Provide additional administrative support as needed.

Executive Assistant

Period: July 2020 - December 2022

August 2024 - January 2025

Lead Generation & Management:

- Spearheaded lead generation initiatives, optimizing conversion rates.
- Managed leads through the sales funnel for seamless conversion.

Sales Opportunity Evaluation:

- Meticulously evaluated sales opportunities for data-driven decisions.
- Implemented efficient systems for lead viability assessment.

Prospect Identification & Calling:

- Identified prospects via social media and web platforms.
- Proactively called potential leads to establish valuable connections.

Content Creation & Promotion:

- Created compelling content to enhance brand visibility.
- Utilized content marketing strategies to engage target audiences.

Customer Engagement:

- Actively engaged with customers on social media, enhancing brand loyalty.

Market Trends & Technology Integration:

- Stayed updated on social media best practices and technologies, ensuring content relevance.

Networking & Communication:

- Nurtured connections with industry professionals and influencers on social media.

Feedback Management:

- Provided constructive feedback on social media content for improvement.

Appointment Setter / Executive Office Assistant

Period: July 2020 - December 2021

Client Interaction & Appointment Setting:

- Handled inbound calls, setting up appointments for sales personnel.
- Conducted cold calling and managed email communication with clients.

Record Keeping & Data Management:

- Maintained accurate records of client interactions and interests.

Administrative Support:

- Scheduled appointments and managed calendars efficiently.
- Coordinated staff meetings and prepared various communications.