



## 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

# JEANS

## EXECUTIVE VIRTUAL ASSISTANT

### 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.