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Objective

To find a working environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my work experience and allow me to hone and sharpen my skills to increase my potential in taking my career to the next level.

Experience

Virtual Assistant – Graveyard

MyVATeam – Assisted realtors – Oct 2015 – Jun 2017

- Facebook Marketing – boosting of posts and facebook sponsored ads
- Twitter Management
- Social Media Marketing
- Create marketing materials – flyers/brochures/postcards and PowerPoint presentations
- Website Creation – Wix & Squarespace
- Newsletter
- Adobe Photoshop
- MS Publisher
- Training Topics
- Real Estate Principles
- REO Principles & Practices
- MLS Entry
- Forms and Contracts
- Finalizing Contracts
- Offers Process
- Transaction Closing
- Phone & Email Handling
- Short Sale
- Intro to Flier Creation
- Interview Guide
- Craigslist Posting
- Blog Writing
- Social Media Platform Maintenance

April 2012 – June 17, 2015 Sutherland Global Services- (Graveyard) Global City, Taguig

- Level 2 Account and Financial Specialist – Read and Manage Financial transactions and information
- Level 2 Technical Support Specialist – Assists clients to create website

Reason for Leaving: Career Growth

September 2009 – January 2012 Motif Intelligent Outsourcing - (Graveyard) Eastwood, Quezon City

- Level 2 Account and Financial Specialist - Read and Manage Financial transactions and information
- Sales Representative – Update online business listings

Reason for Leaving: Company restructured

October 2008 – August 2009 West Contact Services - (Graveyard) Chino Rocces ave, Makati City

- Account Executive for Mobile phone lines and Internet – Manage phone and internet line and process payments - (Graveyard shift)

Reason for Leaving: Had to focus on school.

Education

June 2005 – March 2009 ST. Paul University Tuguegarao City, Cagayan Valley

- BS Degree in Hotel, Restaurant and Tourism Management
- Well versed in MS Office applications: MS Word, MS Excel, MS PowerPoint and Outlook Express
- Excellent writing skills (proposal writing and research papers)
- Strong, disciplined and developed analytical skills. Able to analyze data, draw conclusions and offer actionable recommendations.
- Adaptable and collaborative
- Strong multi-tasking skills
- Can work under minimal supervision
- Enthusiastic , knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.

- Exceptional listener and communicator who effectively conveys information verbally and in writing

COMPUTER SPECIFICATIONS:



X556UAM Signature Edition

PC name LAPTOP-JVRCGC69

[Rename PC](#)

Organization WORKGROUP

[Connect to work or school](#)

Edition Windows 10 Home

Version 1607

OS Build 14393.1358

Product ID 00325-95990-16387-AAOEM

Processor Intel(R) Core(TM) i7-6500U CPU @ 2.50GHz 2.59 GHz

Installed RAM 8.00 GB (7.87 GB usable)

System type 64-bit operating system, x64-based processor

Pen and touch No pen or touch input is available for this display

[Change product key or upgrade your edition of Windows](#)

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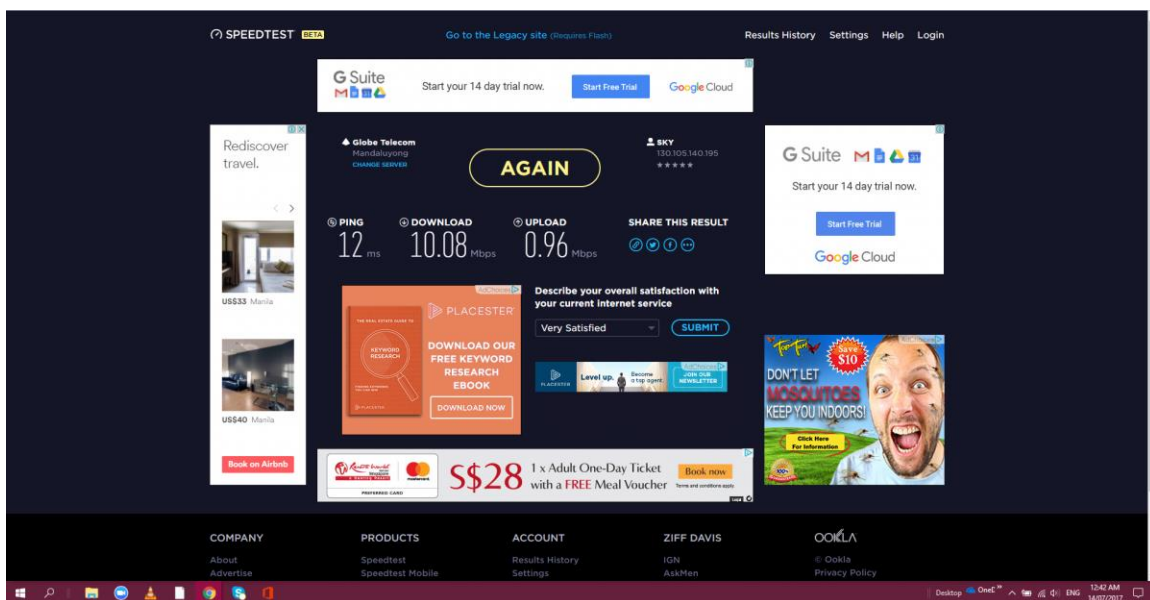
[Read the Microsoft Software License Terms](#)

Support

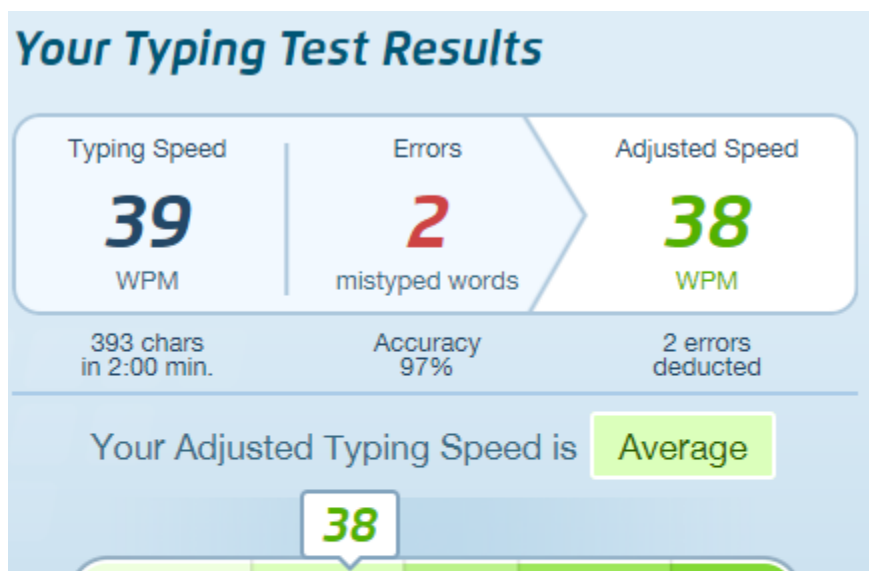
Manufacturer ASUSTek Computer Inc.

Website [Online support](#)

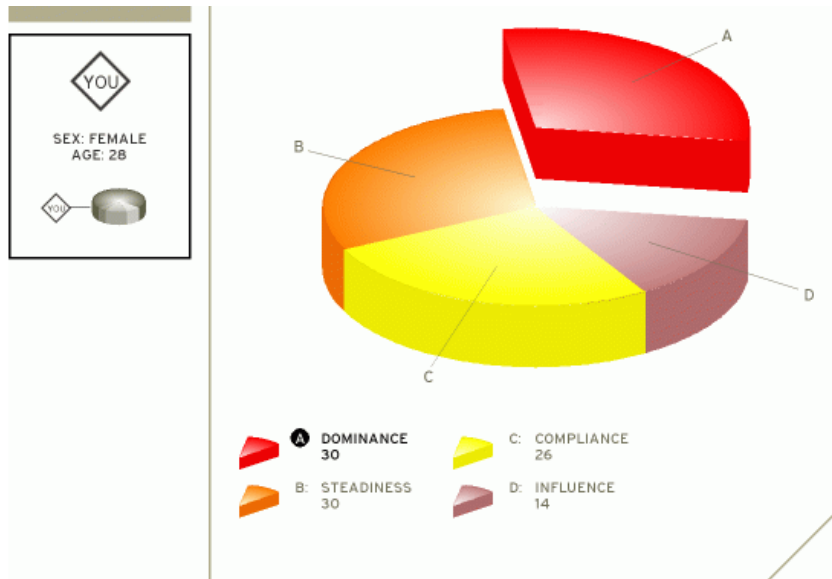
DSL SPEEDTEST:



TYPING TEST:



DISC PERSONALITY TEST



DISC Personality Model

To help you understand the DISC model of personality here are definitions of the four factors measured.

Dominance	Describes the way you deal with problems, assert yourself and control situations.
Influence	Describes the way you deal with people, the way you communicate and relate to others.
Steadiness	Describes your temperament - patience, persistence, and thoughtfulness
Compliance	Describes how you approach and organize your activity, procedures and responsibilities.

Your DISC personality type

Your unique sequence of scores characterizes you in a specific way. The positive impact you are likely to make on people is:

You are responsive to challenges in a practical, realistic and enthusiastic manner. You are a fact orientated person capable of providing help based on solid information.

You are assertive, self-sufficient and individualistic

People are likely to perceive you as being rational and creative at the same time.