

Resume: Jay-R

The tools I'm familiar with:

Quickbooks;Google Suite;Spreadsheets;XenCall (Ready Mode)

Other tools:

My Work Experience:

Company: [Belong Home](#)

Role: [Senior Coordinator](#)

Period: [2021-02-08 – 2024-03-25](#)

Responsibilities: I have over 3 years of experience as a senior coordinator in a Property Management Company (Belong Home) that's from 2021 to March of this year, my role includes, Scheduling and coordinating property inspections, appraisals, and other necessary appointments.

Reason for leaving: I got laid off when the company moved their business to Peru.

Company: [MacGroup Realty](#)

Role: [Inside Sales Agent](#)

Period: [2022-02-21 – 2023-10-18](#)

Responsibilities: As an Inside Sales Agent (ISA), my responsibilities typically include Lead Generation, Lead Qualification, Customer Engagement, Sales Pipeline management, appointment setting, product and market knowledge, reporting and analysis, collaboration, and customer service.

Reason for leaving: The Realtor I worked with changed career.

Company: [Capital One Financial](#)

Role: [Fraud and dispute account manager](#)

Period: [2016-02-15 – 2021-01-15](#)

Responsibilities: As a Fraud and Dispute Account Manager at Capital One Financial, my responsibilities typically include Fraud Prevention and Detection, Investigation and Resolution, Customer Communication, Documentation and Reporting, Collaboration, Risk Management, Compliance, Training and Development, and Customer Advocacy.

Reason for leaving: Due to Covid19, I decided to resign from my position and worked remotely.

All the information was provided by the candidate.