

Resume: Charie Luz

The tools I'm familiar with:

RESimpli;Spreadsheets;CallTools;Other Tools

Other tools: Hubspot/ Trello/ Rei Dialler / Ring Central

My Work Experience:

Company: Diamond Properties Inc.

Role: Real Estate Virtual Assistant

Period: 2022-01-10 – 2024-04-22

Responsibilities: Cold Calling and texting leads Pre-qualifying the leads Text blasting buyers within the area Setting an appointment for seller, buyers and inspectors Follow up on hot/warm leads in the pipeline in CRM

Reason for leaving: In order to enhance my skills set I am looking for more responsibility and better career growth opportunities

Company: Terrys Florist

Role: Virtual Assistant

Period: 2021-07-05 – 2021-12-20

Responsibilities: Taking orders from CRM Placing an order to wire and local florist Requesting flower arrangement for our customers who orderered us thru website

Reason for leaving: In order to enhance my skills set I am looking for more responsibility and better career growth opportunities

Company: Sitel Company, Tarlac

Role: Customer Service Representative

Period: 2019-11-07 – 2021-06-28

Responsibilities: To provide dental benefits and claim to to the patients Giving patients history, maximum benefit left Calculate disputes for patient's benefits

Reason for leaving: Looking for more opportunities

All the information was provided by the candidate.