

The tools I'm familiar with:

Podio;Salesforce;Canva;Google Suite;Spreadsheets;Adobe Suite;Zapier

Other tools:

My Work Experience:

Company: Freelance

Role: Graphic & Web Designer,
Web Maintenance, & SEO
Specialist

Period: 2017-04-21 – 2024-06-26

Responsibilities: · Graphic & Web Design · Web Maintenance · SEO · Social Media Management

Reason for leaving: Technically, I did not leave the job; rather, the project reached its completion.

Company: Ray White – Glen &
Mount Waverley

Role: General Virtual Assistant

Period: 2022-03-02 – 2024-04-24

Responsibilities: Invoicing and processing Rent Increase & Lease Renewal

Reason for leaving: The contract with my direct client ended due to the recession, as indicated by the client.

Company: MyOutDesk

Role: General Virtual
Professional / Inside Sales
Agent/ Appointment Setter

Period: 2018-08-25 – 2022-04-16

Responsibilities: Cold Calling (Just Sold, Just Listed, Circle Prospecting, Expired, Withdrawn, FSBO), Appointment Setting, Social Media Management, General Admin Assistant, Skip tracing, Content Creator/ Designer, Web Designer, Customer Support

Reason for leaving: Unfortunately, there was a disagreement between my company and the client, which ultimately led to the client terminating our engagement.

Company: REAssist Virtual
Assistant Services

Role: General Virtual Assistant

Period: 2017-07-19 – 2018-07-27

Responsibilities: Data Entry, Data Mining, CRM Tool Management (Ray White Commercial/ Special Projects).

Reason for leaving: I left the company to seek opportunities that offer greater financial stability to better support my brother who's in college during those times.
