

## The tools I'm familiar with:

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Salesforce;KV Core;Canva;Google Suite;Spreadsheets

Other tools: RingCentral Nextiva Skype RedX Vulcan 7 KW Command MLS (BayEast/Paragon) Ylopo Chime Mojo StreetText FollowUpBoss Market Maker Homebot NARRPR Cloud CMA PEAD Firepoint Homelight TC Workflow Canva Compass CRM Slack Outlook Teams Dropbox Docusign Connect and Sell Salesforce Outreach Vantaca RentechDirect

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## My Work Experience:

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**Company:** ACQUIRE ASIA

**Role:** Sales Development Representative

**Period:** 2024-01-03 – 2024-05-18

**Responsibilities:** Cold Calling Calendar Management Sending email campaigns Lead Management CRM Management Chat support

**Reason for leaving:** Location

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**Company:** MAXWELL POLARIS

**Role:** Inside Sales Associate/Social Media Manager

**Period:** 2023-01-09 – 2023-10-30

**Responsibilities:** Setting quality appointments Calendar Management Sending email campaigns Calling buyer and seller leads Cold Calling Lead Generation CRM Management Chat Support Other Administrative work

**Reason for leaving:** Recession

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**Company:** NORTH AND MAIN REALTY

**Role:** Inside Sales Associate/Social Media Manager

**Period:** 2021-10-18 – 2022-12-19

**Responsibilities:** Setting quality appointments Calendar Management Sending email campaigns Calling buyer and seller leads Cold Calling Lead Generation CRM Management Chat support Other Administrative work

**Reason for leaving:** Recession

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**Company:** VIRTUDESK

**Role:** Inside Sales Associate/Executive Virtual Assistant/Property Manager

**Period:** 2018-09-28 – 2024-05-14

**Responsibilities:** Setting quality appointments Calendar Management Sending email campaigns Calling buyer and seller leads Client Coordinator Providing scripts and pieces of training for new team members Listing properties in MLS Creating flyers and photo editing Social Media Management Lead Generation CRM Management Property Management

**Reason for leaving:** Resigned

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