



JANINE PEARL TURANO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Calendar Management
- Administrative Support
- Office Software
- Critical Thinking
- Effective Communication

TOOLS

- Hubspot
- Asana
- Slack
- Notion
- Salesforce
- Taxdome
- G-Suite
- MS Tools
- Genesys Cloud
- Keap
- Follow Up Boss
- OpenPhone
- Dialpad
- SmartLead
- ClickUp

PERSONAL PROFILE

An **Executive Assistant** with 5 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

SALES DEVELOPMENT REPRESENTATIVE/REVA

[Get Homely](#) | March 2024 - Jan 2025

- Manage and update property listings on CRM
- Assist with transaction coordination, including document preparation and follow-ups.
- Handle email correspondence and client inquiries.

EXECUTIVE ASSISTANT/CLIENT SUCCESS MANAGER

[Cosmo Concierge](#) | Oct 2023 - Mar 2024

- Organized and coordinated conferences and monthly meetings.
- Managed executive calendars, scheduling meetings and appointments, and travel arrangements to optimize time

EXECUTIVE ASSISTANT

[GetMagic & Neowork](#) | Aug 2019 - Oct 2023

- Updated spreadsheets and created presentations to support executives and boost team productivity
- Project Management
- Administrative Support
- Scheduling and Organing meetings

EDUCATION HISTORY

[Piliipines Women University](#)

- Bachelor of Business Marketing Management