



# LOVE JANE VALENZUELA

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Admin Assistant
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Basic Graphic Design

## TOOLS

- Asana
- Basecamp
- Microsoft Office
- Microsoft Excel
- Meta Business Suite

## PERSONAL PROFILE

An **Executive Assistant** with 4 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

### COLD CALLER VIRTUAL ASSISTANT

**Bracket Real Estat** Nov 8, 2024 September 18, 2024

- Make high volumes of cold calls to potential customers daily
- Work on MLS listing
- Make high volumes of cold calls to potential customers daily
- Social Media Management

### PERSONAL VIRTUAL ASSISTANT

**Gambit Group Ai** | June 17, 2023 July 13, 2024

- Administrative Support:
- Prepared detailed reports
- Managing and scheduling posts, responding to engagement.

**Virtual Assistant UNITED LEGAL** | November 2022 April 2023

- Intaking filesent
- Checking Status
- Community Networking
- Checking Status

## EDUCATION HISTORY

**Bokidnun State University**

- Bachelor of Business Administration 2019