



JOSEPH ANGELO V. SABLAY

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Property Maintenance
- Customer Service
- Research & Organization
- Office Software
- Video & Photo Editing
- Graphic Design
- Digital Marketing

TOOLS

Notion
Trello
Google Suite & MS Office
Adobe Photoshop & Premiere
Capcut
Property Meld
Appfolio
Meta Business Suite

PERSONAL PROFILE

A **Virtual Assistant** with 7 years experience in various project management, leadership and customer service roles. A problem-solver, critical thinker, and creative artist who loves to work with teams and leading people into success.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

[Property Management](#) | 2022 - 2024

- Took calls and emails from homeowners, tenants and vendors
- Evaluated and addressed maintenance concerns
- Dispatched repair contractors to the properties we manage
- Ensured that the properties are livable before and during tenancy

CUSTOMER SUPPORT

[Kaskade Solutions](#) | 2022 - 2024

- Addressed client concerns through email, calls and chat
- Accounted and edited websites for our clients in the U.S.A.
- Data entry of all clients' records in the database.

FREELANCE DESIGNER & CONTRACTOR

[Freelance](#) | 2020-2022

- Handled clients of my own in the design and construction field
- Handled design, negotiations, estimations, implementations, materials procurement and payroll
- Managed projects make sure milestones are met within the agreed timeline and budget

DATA ANALYST & CUSTOMER SERVICE REPRESENTATIVE

[OfficePartners360](#) | 2020-2021

- Administered and guided students from United States, Europe, India, and Japan in taking their online exams
- Validated and reviewed them for any signs of cheating
- Generated technical reports to clients and to the company



JOSEPH ANGELO V. SABLAY

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Property Maintenance
- Customer Service
- Research & Organization
- Office Software
- Video & Photo Editing
- Graphic Design
- Digital Marketing

TOOLS

Notion
Trello
Google Suite & MS Office
Adobe Photoshop & Premiere
Capcut
Property Meld
Appfolio
Meta Business Suite

WORK EXPERIENCE

SALES MANAGER

[Empire East Land Holdings, Inc.](#) | 2019-2020

- Responsible for managing a sales team
- Closed deals & providing after-sales services
- Managed data and recorded leads information and categorized them based on demographics and interest
- Responsible for reaching team and individual quotas

PROJECT MANAGER

[Vondesher Builders](#) | 2019-2020

- Managed the overall construction of the project
- Responsible for scheduling, budgeting and team instructions
- Led projects forward and managed multiple trades & contractors for the completion of projects

CONSTRUCTION COORDINATOR & ESTIMATOR

[APT Consultancy Services](#) | 2017-2018

- Coordinated among clients, designers, and contractors to meet the project deadlines & intent
- Responsible for documentation of any milestones or conflicts within the project

EDUCATION HISTORY

[Mapua Institute of Technology](#)

- Bachelor of Science in Architecture, 2017
- Vice President, Graduating Class
- Officer, United Architects of the Philippines Graduate Auxiliary
- Recognized as one of the best thesis authors, 2017
- Graduate, VA Training PH
- Graduate, Ezacc Social Media Management