



KATHLEEN PEREZ

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Customer Service
- Appointment Setting
- Data Entry
- Administrative task
- Cold Calling
- Transcriber
- Graphic Design

TOOLS

SalesForce
Monday.com
Zoiper
Genysys
Meta Business Suite
Microsoft Office

PERSONAL PROFILE

A Virtual Assistant with 8 years of experience in remote task management. Proficient in CRM system, administration, sales, data entry. Skilled in communication and teamwork, dedicated to fostering strong customer relationships.

WORK EXPERIENCE

VIRTUAL ASSISTANT: SALES & ADMIN SPECIALIST

RTS Consultancy | October 2023- October 2024

- Cold calling
- Create and send an invoices to candidates
- Screen and qualify incoming leads
- Outbound and inbound calling
- Conducting sales presentation via Google Meet
- Negotiating and closing sales
- Providing customer service

SALES SUPPORT ASSOICIAATEI APPOINTMENT SETTER

PropertyPro PH (Real Estate)

- Screen and qualify incoming leads
- Outbound calling
- Connect buyers and sellers
- Screen Key Account Leads & communicate leads with
- Account Management.
- Update lead database
- Updating CRM system

TRANSCRIPTION SPECIALISTIFULL TEXT REVIEWER

CrowdSurf | March 2016- March 2023

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- Account Management.
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EDUCATION HISTORY

Dr. Carlos S. Lanting College

- Bachelor of Science in Business Administration
- Major in Marketing Management
- Best in OJT