



VIOLY MAE LAGUNDE

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- CRM Management
- Data Entry
- File Management
- Office Software
- Teamwork
- Graphic Design

TOOLS

- Trello
- Go High Level
- Brokergenerator
- Canva
- Ring Central / Vonage

PERSONAL PROFILE

Detailed-oriented and combined with strong organizational skills as Virtual Assistant with extensive experience in real estate industry. Proven ability to provide general administrative support to ensure smooth operation.

WORK EXPERIENCE

LEAD GENERATION SPECIALIST

[Online Works PH | January - June 2024](#)

- Gather and verify contact information of potential leads
- Create and execute email marketing campaigns to engage potential leads

TRANSACTION COORDINATOR / ADMIN ASSISTANT

[Stepup Capital LLC | 2023-2024](#)

- Handling all paperwork and documentation related to real estate transactions, including purchase agreements, disclosures, contracts and closing documents.
- Facilitating the closing process, ensuring that all necessary documents are signed and confirming that funds are properly disbursed
- Providing support to clients throughout the transaction process, answering questions and addressing concerns.

[Freedom Choice Lending | 2022-2023](#)

- Assisting clients with the mortgage loan application process by gathering necessary documents
- Organizing, reviewing and managing all mortgage-related documents
- Managing CRM system to track client interactions, follow-ups and maintained detailed records of client communication



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SKILLS SUMMARY

- Invoicing
- Document Preparation
- Leadership
- Adaptability

TOOLS

- Follow Up boss
- Google Workspace
- Microsoft offices
- Appfolio
- Monday.com

WORK EXPERIENCE

INVOICE DATA SPECIALIST / TEAM LEADER

[Sharesource Australia BPO Corp | 2018-2024](#)

- Accurately entering and processing invoices into the accounting system
- Reviewing invoices for accuracy, completeness and compliance with company policies
- Leading, motivating and managing team to achieve goals and objectives

PROPERTY MANAGER

[EV Property | 2017-2018](#)

- Addressing tenant concerns and resolving maintenance issues promptly to maintain tenant satisfaction and property value
- Screening and selecting new tenants, conducting background checks and ensures that all leasing documents are properly executed
- Keeping accurate financial records

ADMINISTRATIVE CLERK

[FREEDOM Inc | 2015- 2018](#)

- Organizing, filing and maintaining paper and electronic records, ensuring that documents are easily accessible and up-to-date
- Performing clerical duties
- Managing office supplies, ordering inventory and ensuring that the office environment is organized and well-maintained

EDUCATION HISTORY

[ACLC Butuan City](#)

- Bachelor of Science in Information Technology
- SY 2011-2015