



Alexia Iresare

Virtual Assistant

An enthusiastic self-starter with strong communication skills, creative, resourceful and a flexible professional who enjoys learning new skills and works well independently or on a team.



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alexiamaeiresare

SKILLS

Data Entry

Customer Service

Lead Generation

Inbound and Outbound Calling

Problem-solver

Research

Email Management

Social Media Management

LANGUAGES

Tagalog

Full Professional Proficiency

English

Full Professional Proficiency

WORK EXPERIENCE

Disposition Manager Real Estate

03/2023 - 10/2023

United States

Achievements/Tasks

- Manage emails between buyers, sellers, and acquisition agents.
- Maintain the database of leads submitted to buyers.
- Consistently update our spreadsheets of properties with relevant information.
- To update acquisition managers when an offer from a buyer comes in.
- Create presentation and property marketing materials.

Lead Acquisition Real Estate

10/2020 - 03/2023

United States

Achievements/Tasks

- Respond to all leads in a timely manner to drive business forward.
- Build rapport with prospects and clients to overcome objections and get the deal signed.
- Ensuring all leads are well qualified by identifying the correct decision makers and understanding their requirements.
- Handing over qualified leads to the sales teams with the objective of closing the sale.

Sales Representative/Telemarketer Farmers Insurance

07/2020 - 08/2020

Iloilo City

American insurer group of automobiles, homes and small businesses and also provides other insurance and financial services products.

Achievements/Tasks

- Dialed Home and Auto Insurance.
- Qualifying customer, asking information for a quote.
- Transferring the prospect to the licensed agent.

Sales Representative/Telemarketer Accentline Inc.

04/2018 - 06/2020

Iloilo City

Engaged in business process outsourcing for local and international companies.

Achievements/Tasks

- Making multiple outbound calls to potential clients.
- Cold calling for Auto, Life, Health and Medicare Supplement Insurance.
- Presenting and delivering information to potential clients.
- Go the "extra mile" to meet sales quota and facilitate future sales.
- Excellent verbal and written communication skills; the ability to call, connect and interact with potential customers.

Data Encoder UPWORK

03/2016 - 12/2016

Achievements/Tasks

- Accurately and efficiently encode all data that needs organizing and recording.
- Prepares source data for computer entry by compiling and sorting information.
- Maintains data entry requirements by following data program techniques and procedures.