

ARMAN DALE MARIE O. VILLO

VIRTUAL ASSISTANT

+63 9277480808

dale.villo26@gmail.com

Antipolo City, Philippines

PROFILE

Experienced Virtual Assistant with a strong background in administrative support and a keen eye for detail. Highly organized, tech-savvy, and proficient in various virtual tools, I excel at streamlining operations, improving efficiency, and ensuring seamless transactions. Passionate about delivering high-quality assistance, I am dedicated to helping businesses and professionals achieve their goals.

EDUCATION

2015-2019

**POLYTECHNIC UNIVERSITY OF
THE PHILIPPINES**

- Bachelor of Science in Entrepreneurship

WORK EXPERIENCE

MARCH 2024 - MARCH 2025

WIN COMMERCIAL GROUP | Maryland, USA

Real Estate - Administrative Assistant

- Managed high-volume email correspondence and calendar scheduling for efficient workflow
- Coordinated and scheduled property tours, Zoom meetings, and in-person lunch meetings
- Maintained and updated spreadsheets with deal progress, property listings, and client information
- Assisted in transaction coordination to ensure seamless deal execution
- Prepared and executed referral agreements and listing agreements
- Sent and tracked NDAs via DocuSign for confidentiality compliance
- Monitored and organized incoming leads for potential business opportunities

AUGUST 2021 - SEPTEMBER 2023

Absolute Consultant Group | Los Angeles, CA, USA

Real Estate - Executive Assistant/Documents Specialist

- Assist in the preparation, review, and approval of all corporate documents.
- Document new processes and procedures.
- Calling banks and mortgage companies for assistance and document requests.

SKILLS

Project Management

Adaptability

Calendar & Email Management

Customer Support

Organizational Skills

Effective Communication

Social Media Management

Basic Graphic Design

LANGUAGES

- English
- Filipino

- Develop and maintain meeting agendas.
- Monitor performance and handle maintenance tasks for the document's system.
- Manage Outlook Email and Calendar through JIRA

■ **NOVEMBER 2019 - JULY 2021**

Trowel Builders Corporation | Quezon City, Philippines

Secretary

- Maintained project files, including company records, blueprints, and correspondence.
- Planned and coordinated business meetings, lunches, dinners, and parties including site inspections.
- Developed training and performance expectations.
- Worked with the President and Vice President to successfully implement company policies and procedures.
- Assisted with balancing and reconciling financial statements.
- Assisted in completing job costing and invoices to subcontractors.
- Attends Bidding Conference

■ **FEBRUARY 2019 - OCTOBER 2019**

Department of Interior and Local Government - Emergency 911 (Philippines)

Executive Assistant

- Coordinated projects between departments and executives.
- Managed Email, Calendar, travel arrangements, and contacts.
- Assisted with filing, copying, and filing documents
- Maintained the confidentiality and integrity of the employee personnel file.
- Managed office equipment and supplies.

■ **JULY 2021 - NOVEMBER 2021**

Amazon Product Researcher - New York City, USA

Freelance

- Researching profitable Amazon products and analyzing market data.
- Soliciting customer feedback and directing product recommendations.
- Conduct final market research to determine the optimal price for a product or product line.
- Prepare detailed market research reports via Ms Excel Sheet.

CRM / TOOLS

- Google Workplace
- Outlook
- Realnex
- Streak
- Command
- DocuSign
- JIRA
- LastPass
- Slack
- Dropbox
- Clockify
- Notion
- Canva
- Onlysocial.io

REFERENCE

Kathy Priller

Win Commercial Group / Licensed Client Services Executive

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Moira Guanlao

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