

Catherine Realce-Silva

Real Estate Admin | General Admin VA



My Contact

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📍 Manila, Philippines

🐦 live:kate.rlc1989

Education Background

- Bachelor of Science in Nursing
Bataan Peninsula State College
Completed in 2008

Core Qualifications

- Admin AV
- Amazon FBA
- Social Media Marketing & FB Management
- Web Research
- Customer Service
- (Phone, Chat and Email Support)
- Real Estate VA
- Canva
- Google Earth
- Data Entry

Skill

- Computer Literate and tech savvy
- Fluent in English both oral and written
- Can work under pressure Multi-Talented Freelancer

About Me

I strive to maintain high standards of effectiveness, precision and dependability. I am a flexible team player and can adapt to various situations that may occur, and can handle any additional assigned duties.

Work Experience

Real Estates Admin VA

Disrupt Management
June 2020 – Present

Nick Estates Wholesaling
Sept 2021-July 2022

Rod Hawkins Real Estates
May 2020 – April 2022

E-Commerce CS / Amazon VA

AVA Flowers
April 2020 – May 2020

Prescribe for Life
March 2020 – April 2020

General Admin VA

Citigeeks
March 2020 – April 2020

Veriheal
August 2019 – January 2020

Supreme Power Wash
June 2019 – February 2020

Customer Service Rep

Transcom Worldwide
April 2008 – April 2019