



CONTESSA ACASO

CONTACT

0927-009-9724 T.

contessaacaso1984@gmail.com M.

EDUCATION

**Cebu Institute of Technology-
University**

Associate Computer
Science

2001-2003

SKILLS

Cold Calls

Email Management

Administrative Task

Data Entry

CRM Management

Customer Service Support

WORK EXPERIENCE

Administrative Assistant

ORANGE PROPERTY MGT JULY 2023-JUNE 2024

- Efficiently manage and organize the email inbox to ensure timely responses and appointments and forward to designated people
- Receive inbound calls for available properties and other tenant/prospect inquiry
- Make outbound calls to schedule tenants & technicians for maintenance
- Manage spreadsheet for Late Payments Coordinate with tenants for payment

Administrative Assistant

SDF CAPITAL, LLC MAY 2022 - JUNE 2023

- Make cold calls to seller/buyer
- Coordinate with Sellers, Buyers & Attorney for documents needed/lacking
- Send out contract to Seller, Buyer & Attorney via Docusign
- Update CRM, Spreadsheet and Podio

WORK EXPERIENCE

Administrative Assistant

BRIVITY

JUNE 2021-MAY 2022

- Make cold calls for New prospects,FSBO & Expired leads
- Create Listing Alerts & Market Report
- Provide General Administrative support
- Manage CRM
- Schedule appointments and viewing
- Respond to customer's inquiry
- Email management
- Text,call & email follow-ups

Administrative Assistant

jJ & A HOMES

NOV. 2018 - MARCH 2020

- Manage Accounts
- Call storage owners
- Process Zoning Verification
- Underwriting Tasks
- Basic Skip Tracing
- Take memos and maintain files
- Answer calls from prospective clients
- Adhoc Task