



# ELIZABETH M. QUIDER

Real Estate VA (PART-TIME)

## PROFILE

Motivated real estate salesperson with a strong background in property management and customer service, seeking part-time to leverage my skills as a Real Estate Virtual Assistant. Eager to provide administrative support and enhance operational efficiency for real estate professionals.

## CONTACT

PHONE:  
0960 678 9387

Skype:  
live:..cid.accf4c3e00a5d3ae

Facebook Page:  
<https://www.facebook.com/profile.php?id=61559513698897&mibextid=ZbWKwL>

EMAIL:  
drivenquider@gmail.com

## SKILLS

- Communication
- Organization
- Patience
- Problem-Solving
- Adaptability
- Empathy
- Technology Proficiency
- Negotiation Skills
- Networking
- Time Management

## EDUCATION

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**CEBU TECHNOLOGICAL UNIVERSITY-ARGAO CAMPUS**  
2022  
MASTER'S DEGREE-MAVED 12 UNITS

**CEBU TECHNOLOGICAL UNIVERSITY-BARILI CAMPUS**  
2014  
BACHELOR OF SECONDARY EDUCATION- TLE-HET

**STA. ANA ACADEMY**  
2009  
ASPIRING STUDENT

**PATUPAT ELEMENTARY SCHOOL**  
2005  
ASPIRING STUDENT

## WORK EXPERIENCE

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**REAL ESTATE SALESPERSON**  
April 2024-December 2024  
Filipino Homes  
Lapu-Lapu City, Cebu

**TEACHER/RECORD OFFICER**  
June 2018- Present  
Tuyom Senior High School I Deped- Carcar City Division  
Tuyom, Carcar City, Cebu

**INSTRUCTIONAL MANAGER**  
May 2016- December 2017  
Als (Deped)-Lgu  
Barili, Cebu

## **ONLINE TRAINING/COURSE CERTIFICATION**

FILIPINOHOMES INSTITUTION OF REAL ESTATE

May 2, 2024

- Resa Law
- Documentation And Titling
- Code Of Ethics and Responsibilities

VIRTUALASSIST ONLINE

April 13, 2024

- Canva
- Lead Generation
- Data Entry
- Facebook Advertising
- Graphic Design
- Social Media Management

## **NATIONAL CERTIFICATE**

- Hilot (Wellness Massage) Nc II
- Cookery Nc II
- Trainers Methodology Certificate Level I

## **DATA ENTRY ASSOCIATE**

November 2015- March 2016

Innodata Knowledge Services, Inc

Hvg It Park, Mandaue City

## **PRODUCTION OPERATOR**

October 2014-August 2015

Cebu Mitsumi, Inc.

Danao City, Cebu

## **CASHIER**

November 2012-June 2013

Shogun Mgmt. And Devt. Corp

(Gaisano Grand Mall)

Carcar City, Cebu

## **SEMINAR/TRAINING ATTENDED**

- In-Service Training For Teacher  
2018-Present  
Carcar City-Division  
(Mid-Year and Year-End Of School Year)
- Trainers Methodology Certification Level I  
2017  
USJR-RITTC

## **CHARACTER REFERENCE**

Margaux Valerie Penaflor

Us- Teacher

Santa Rosa Consolidated School

Santa Rosa, New Mexico, Usa

0997 875 9174

Mitchie Marie G. Cinco

Crew

Forbes, Australia

0955 096 0643

Reymond A Canete

Virtual Assistant

Liburon, Carcar City, Cebu

0912 471 8780