

GYZLYN BANARES

COLD CALLER | REAL ESTATE VIRTUAL ASSISTANT

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LinkedIn: Gyzlyn Banares

PROFESSIONAL SUMMARY

Proactive and detail-oriented Cold Caller and Real Estate Virtual Assistant with strong training in outbound calling, lead generation, and CRM management. Skilled in managing real estate administrative tasks, scheduling, listing support, and appointment setting. Experienced in client communication, call scripting, and handling objections. Confident using tools like HubSpot, Salesforce, and real estate platforms. Highly organized, tech-savvy, and committed to delivering consistent results.

TOOLS

HubSpot, Zoom, Slack, Google Meet, Trello, Calendly, Canva, Zillow, PropStream, Redfin, Google Docs, Notion, Loom, Google Calendar, Dotloop, DocuSign, MailChimp, Hootsuite, Buffer.

SKILLS

Sales & Communication

Cold Calling, Call Scripting, Objection Handling, Lead Qualification, Appointment Setting, CRM Call Logging, Follow-ups

Technical Tools

Salesforce, HubSpot, Trello, Zoom, Slack, Google Docs, Canva, Dotloop, DocuSign, Notion, Calendly, Mailchimp, Hootsuite, Buffer, Redfin, Zillow, PropStream

Real Estate Support & Admin

Email Marketing, Social Media Marketing, Listing Management, MLS Systems, Lead Tracking, Graphic Design, Document Management, Scheduling Tools

Soft Skills

Strong Communicator, Highly Organized, Tech-Savvy, Adaptable, Time Management, Fast Learner, Works Well Under Pressure

EDUCATION

ICCT COLLEGES | 2023-2025

BS PSYCHOLOGY- DEAN'S LISTER

COSCHO GOVERNMENT SCHOLAR

SIPOCOT NATIONAL HIGH SCHOOL (SENIOR HIGH SCHOOL)| 2021-2023

GENERAL ACADEMIC STRAND-- WITH HIGH HONORS

GWA-95%

SAN ISIDRO NATIONAL HIGH SCHOOL (JUNIOR HIGH SCHOOL) | 2017-2021

WITH HONORS- 90%

SIGAMOT ELEMENTARY SCHOOL | 2012-2017

BATCH VALEDICTORIAN

CERTIFICATION

Real Estate VA Training – PRO VA (March 2025)

Trained in transaction coordination, CRM systems, social media management, listing support, and cold calling fundamentals.

Cold Calling & Sales Basics – PRO VA (April 2025)

Focus on outbound calls, real estate lead generation, objection handling, and script delivery.
