



JAYME PAGUNTALAN

VIRTUAL ASSISTANT

WORK EXPERIENCE

CUSTOMER SERVICE AGENT

IFOCUS DIRECT, INC | Jun 2019 - Jan 2021

- Promoted to Subject Matter Expert.
- Ensures customer satisfaction by handling day-to-day affairs.
- Top Agent for 3 consecutive months.
- FOCUS Battle of the Calls 2nd placer.
- Appointed Case Manager.
- Handles managerial transactions.

COMPARABLE SPECIALIST - VA

IJR Properties, LLC | Feb 2021 - Jun 2021

- Calculates Property Value
- Seeks for Subject Properties

COLD CALLER - VA

ICentury 21 | Jun 2021 - Jan 2022

- Negotiating with Absentee and Expired Property Owners.
- Sourcing sales through outbound leads.

DATA ENTRY SPECIALIST - VA

IChris Y. | Mar 2022 - Dec 2022

- Cleaning Tax delinquent & motivated properties data.
- Maintains database by entering updated information and preparing source files

COMPARABLE SPECIALIST - VA

American House Relief, LLC | Dec 2022 - May 2023

- Generates Property Value
- Seeks for Subject Properties

CONTACT

 09460224397

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 live:.cid.9a32ce6651b8ccd0

PROFILE

I am a diligent and self-driven agent with extensive experience in many fields. I am constantly looking for new ways to improve and to contribute more to the company. My aim is to serve your business at my very best.

SKILLS

One Drive & Google Mail
Salesforce
Excel / MS Word / Outlook / etc...
Podio
Trello
Redfin / Zillow / Realtor/Motovo
Canva & Photoshop
Facebook & Instagram
Call tools / Myphoner / Zoiper

EDUCATION

DLNHS
-Humanity and Social Sciences
UNO-R RECOLETOS (Under Graduate)
-BS Computer Engineering