



# JEB PATRICK RAVANILLA

## PROFILE

Skilled Real Estate Cold Caller with a background in Sales and Lead Generation.

## CONTACT

PHONE:  
0991-688-9174

SKYPE:  
live:.cid.32e62f28f15289b7

ADDRESS:  
#400 Piot Sorsogon City, Philippines

LINKEDIN:  
<https://www.linkedin.com/in/jeb-patrick-ravanilla-9250b1192/>

EMAIL:  
[jebpatrickravanilla@gmail.com](mailto:jebpatrickravanilla@gmail.com)

## HOBBIES

Video games

## SKILLS

Real Estate Cold Calling  
Lead Generation  
Sales  
Zillow and Redfin  
Calltools  
Podio  
ClickUp  
Calendly  
Applicant Tracking System  
65 – 70 WPM  
Recruitment and Sourcing  
Time Management

## WORK EXPERIENCE

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### Real Estate Cold Caller

October 2023 – Present

- Cold calling Homeowners(HO) and offering cash offer
- Handling objections professionally and having the right rebuttals in place
- Asking condition questions, status of the property, timeframe and motivation
- Negotiating and extracting the best price possible
- Submitting valid leads on podio and setting up an appointment with the acquisition team

### Business Development Manager

#### MediForce Staffing

October 2022 – April 2023 (7 months)

- Lead Generation - Cold emailing and cold calling medical facilities based in the US
- Sales - Negotiating and building relationships with potential clients
- Closing deals with Medical Facilities and provide Staffing
- Market Research - Figuring out bill rates for Medical Staff(RNs, LPNs, and CNAs) depending on location/state

### Virtual Assistant(Part-time)

#### Nomadic Fitness

October 2022 – March 2023 (6 months)

- Lead Generation - Messaging people on social media platforms
- Social Media Management - posting on FB, IG and LinkedIn and replying to comments and unread messages
- Managing client's fitness website (ea. updating client measurements and food intake)
- Scheduling client meetings using Calendly
- Completing ad hoc tasks on ClickUp

### Virtual Assistant

#### Joyfully Fit Transformations/Lance and Lauren Caron Coaching (<https://joyfully.fit>)

June 2021 – October 2022 (1 year and 5 months)

- Lead Generation - Messaging people on social media platforms
- Social Media Management - posting on FB, IG and LinkedIn and replying to comments and unread messages
- Scheduling client meetings using Calendly
- Completing ad hoc tasks on ClickUp

### **US Recruiter**

#### **24-Hour HR Process Outsourcing Inc., Legazpi Village, Makati**

October 2019 – January 2020 (4 months)

- Delivers offshore-based IT recruitment services to our clients in the US
- Covers different tasks in the areas of active and passive sourcing which includes sourcing, screening, interviewing, and evaluating candidates
- Formats resumes meeting client expectations
- Creates candidate profiles for up-selling skills and experiences for submission
- Facilitates candidate and employer scheduling and coordination as well as ongoing candidate engagement
- Fosters long-term relationships with candidates and clients

### **Intern**

#### **HML Foods Corporation Bicol's Best®, Lotivio Street, Daraga, Albay**

January 2019 – March 2019

- Assigned to assist in the Hiring section of HR
- Assisted in clerical works such as compiling payroll files, printing and phone duties

## **EDUCATION**

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### **Bicol University**

#### **College of Business, Economics and Management**

April 2019

Bachelor of Science in Business Administration Major in Human Resource

## **REFERENCES**

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### **DR. RAMON T. DE LEON**

Associate Dean, Graduate School BU Legazpi City  
0917-821-8175

### **TYLER MARTIN**

President - Mediforce Staffing  
(408) 375-0484  
Tyler@mediforcestaffing.com

### **JEAN PAULINE SAMSON**

Lead Trainer, 24-Hour HR Process Outsourcing Inc.  
0917-701-4823

### **LAUREN CARON**

Accountability Coach, Joyfully Fit Transformations  
lauren@joyfully.fit