



Jesselyn Rosal

My Contact

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Skilled in

- MLS .Matrix,Geodata
- Follow- Up Boss
- Constant Contact
- Dotloop ,DocuSign
- Reelgeeks
- BombBomb
- Zillow,Realtor.com,Redfin.com
- Mojo
- Canva

Education Background

- Baguio Central University
BS Administration

About Me

Dedicated and detail-oriented in Training and Development / Virtual Assistant with 7 years of experience. Eager to apply skills in monitoring, maintaining, and completing tasks given. Special interest in achieving excellent Customer Service and Office/ Back Support.

Professional Experience

Century 21- Virtual Assistant
June 2018- June 2023

Key responsibilities:

- Organize and keep track of all Social Media posts
- Look at recent Market Reports and identify trends
- Prepare reports on the above information and communicate the insights of these reports to the CEO.
- Responsible for Leads Generation
- Responsible for Contracts between Buyers and Sellers

Remote Staff - Accounts Officer

April 2016 to June 2018

Key responsibilities:

- Maintains the growth targets of finance in a company.
- Solving due accounts of the past
- Looks after managing financial risks.
- Reviews all the necessary documents to avoid disputes.
- Responsible for all the client communications.

Sitel Corp - Training Specialist
Oct 2008 - Jan 2012

Key responsibilities:

- Training and Development of New Hires
- Monitor Agent Development and Productivity
- Coaching
- Developed Training Materials both in English and Product Knowledge

Achievements

July 2010 One of the few to be sent to Omaha, Nebraska U.S.A to train for a New Product to be introduced in the Country.