




JOHANNA JOY CALLA


VIRTUAL ASSISTANT

ABOUT ME

Born: September 16, 2000
Age: 22
Address: #133 Maramba St.,
Poblacion Norte, Sta. Barbara,
Pangasinan 2419

CONTACT ME

 johanna16calla@gmail.com

 +639064790586

PERSONAL PROFILE

Hard-working and motivated virtual assistant. My goal is to provide the best service to contribute to your success.

WORK EXPERIENCE

Virtual Assistant | Canadian Client

MC VA Virtual Office | January 2021 - March 2022

1. Executive and General Admin Assistant

- Email and calendar management
- Booking appointments (meetings and personal errands)
- Online research
- Entering expenses and invoices using quickbooks
- Tenants management (receiving payments and sending notice emails)
- Listing properties/products (Facebook marketplace, Kijiji, and Zumper)
- Social media management
- Data Entry
- Finding guests and students for podcast and coaching program
- Graphics Design
- Airbnb Management

2. Appointment Setter

- Lead generation
- Cold Calling
- Keeping CRM updated
- Sending postcards to leads

Virtual Assistant | US Client

Upscale | May 2022 - August 2022

Executive Assistant

- Calendar Management
- Email Management
- Appointment Setting
- Lead Generation
- Data Entry



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Virtual Assistant

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Virtual Assistant

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