



JOLIBE C. CASTOR

Real Estate Virtual Assistant, VA
Bookkeeper, Cold Caller, Customer
Support/Services Representative, Virtual
Assistant, Data Entry, Lead Generation, Skip
Tracing

ALL ABOUT ME :

To apply my skills thereby use it for reciprocal satisfaction which such Company, Business owners, Influencers and Entrepreneurs aiming. To level up their online presence and revenue through my knowledge, techniques and strategies about digital marketing, virtual assistant and online bookkeeping.

Contact Me

Gmail account :
castorjolibe@gmail.com

Whatsapp/Viber: +63 9553452329

Personal Address : P-1, Marcelina,
Bayugan City, ADS

Phone number :
+63 9553452329

Skills

- Marketing management
- Cold Caller
- Customer Support representative
- Bookkeeping VA
- Social media management
- Real Estate VA
- Email Marketing
- Lead Generation/ follow up
- Administrative Task
- Data Entry
- Negotiation

WORK EXPERIENCE :

BURANI INTERFOOD ITALY

- Customer Service Representative
- Logistics Incharge
- Cold Caller
- Administrative Assistant
(OCTOBER 2023-FEBRUARY 2025)

REALTOR VIRTUAL ASSISTANT -USA

- Cold Calling (Mojo Dialer) , Skip Tracing (Deal Machine) ,
Lead Generation
- Data Entry
- Checking leads from Registre Of Wills
- Check lead wills representative property on RPR and check it
on zillow if its sold or not
(JANUARY 2024-DECEMBER 2024)-Parttime

MR.VA AGENCY- USA

- VA Bookkeeper using (xero.com and Quickbooks
- US BASED / FULLTIME
- Bank recon, Recording, Invoicing, Managing accounts
(July 2023 - January 2024)

SALARY.COM- USA/China

- Business Development Manager (U.S AREA)
- Customer Support Representative
- Cold Caller (Orum Dialer, Ring Central, Salesforce)
(April 2022-JULY 2023)

PERA MPC (Philippines)

- BOOKKEEPER , LOAN PROCESSOR, ADMIN STAFF
(JULY 2015- March 2022)

EDUCATION :

Bachelor of Science in Accounting Technology

IDavao Central College

Year of Graduation: March 2015

VOCATIONAL COURSES :

-BOOKKEEPING NCIII PASSER (TESDA)

-BREAD AND PASTRY PRODUCTION NCII PASSER (TESDA)

FAMILIAR TOOLS :

- Salesforce
- Outlook
- Teams
- 3CX Dialer
- Zillow
- Deal Machine
- RPR
- FastPeople
- KV Core
- ChatGPT
- Mojo Dialer
- Xero.com
- Quickbooks
- Orum Dialer
- Salesforce
- Ring Central
- Zoom Info
- MAILINO (ITALIAN System)
- Ovou Profile
- CHECKING ON REGISTRE OF WILLS
- REMINE
- CANVA
- SLACK
- ADOBE PHOTOSHOP
- CALENDLY
- MAILCHIMP
- HUBSPOT
- MONDAY.COM
- ASANA
- LINKEDIN SALES NAVIGATOR