

JOSE ANTHONY M. SAHAGUN

Pasig City, Metro Manila, Philippines, 1601 | 09954730240

joseanthony.sahagun@gmail.com | www.linkedin.com/in/anthony-sahagun

PROFESSIONAL SUMMARY

Versatile and results-driven professional with over 2 years of experience in real estate sales and administrative operations at Alveo Land an Ayala Land company. Proven expertise in local and international, and B2B real estate engagements. Seamless administrative transaction, and handling deal-closing coordination. Recognized for delivering high quality support in fast-paced, deadline-oriented environments. Currently seeking a dynamic remote opportunity to leverage real estate knowledge and virtual support capabilities in 2025 and beyond.

CORE COMPETENCIES

- Administrative & Virtual Support
- Basic Bookkeeping & Reporting
- Calendar & Email Management
- CRM & B2B Management
- Customer Service & Inquiry Response
- Document Handling & CRM Data Entry
- Google Workspace & Microsoft Office
- Lead Generation & Prospect Nurturing
- Market Research & Analysis
- Real Estate Presentation & Project Briefings
- Remote Collaboration

PROFESSIONAL EXPERIENCE

Real Estate Property Specialist (PRC-Licensed Salesperson)

June 2023 – August 2025

Alveo Land Corp – Ayala Land Company

Bonifacio Global City, Taguig City, Metro Manila, Philippines

- Delivered full-service support to local, international, and B2B clients by aligning real estate offerings with their investment goals, budget, and timeline. Guided clients through the selection process with personalized recommendations, clear communication, and consistent follow-ups — resulting in strong client satisfaction and repeat interest.
- Facilitated personalized site tours and business presentations, showcasing project masterplans, investment potential, and development highlights. Ensured a seamless end-to-end experience by managing reservations, coordinating with internal legal teams, and accurately preparing all documentation — contributing to smooth transactions and well-served client outcomes.

EDUCATION

Bachelor of Arts Major in English

Jose Rizal University, Mandaluyong City, Metro Manila, Philippines

Graduated: 2022

PROFESSIONAL ENGAGEMENTS

- Participated in Alveo Navy Caravan at The Basic School MCFDC Cavite (2024)
- Sponsored Las Piñas Dental Chapter 1st Scientific Seminar (2025)
- Luxe Scapes 2025 – Exclusive property showcase by Ayala Land and Alveo Land held at Fairmont Makati
- Real Estate Investment Talk with Rex Mendoza (2025) – Alveo Land and Ayala Land thought leadership event on property market trends and investment strategies

AWARDS & RECOGNITION

- Top 6 Property Specialist – 2nd half-annual sales recognition 2023

REFERENCES:

Available upon request