

Jose Lorenzo D. Reniva

(+63) 9778519528 · jldreniva@gmail.com

No. 31 Axtell Street, North Fairview Parks Subdivision, Barangay North Fairview, Quezon City, Metro Manila, 1121

PROFILE

Results-driven Virtual Executive Assistant with over 3 years of experience providing high-level administrative support and specialized project management. Proven track record of streamlining operations for diverse clients across the Real Estate, Technology, and Digital Marketing industries. Adept at managing complex calendars, lead communications, and digital content workflows with a focus on efficiency and professional excellence.

KEY COMPETENCIES

Email Management

Calendar Management

Itinerary & Travel Management

Transaction & Project Coordination

Lead Generation

Market & Business Research

Report writing and presenting

Critical thinking skills

Strong interpersonal skills

Excellent communication skills

Exceptional organisational skills

Proactive, Dedicated, & Self - Motivated

PROFESSIONAL EXPERIENCE

The Freelance Villa

Sept 2025 - Present

Virtual Assistant

I manage a diverse range of inbound and outbound calling and lead generation tasks. I am also responsible for critical administrative workflows, including transaction coordination, project management, and appointment setting. This role combined active sales outreach with comprehensive executive support.

Sphere Rocket Virtual Assistants

Oct 2024 - Sept 2025

Virtual Executive Assistant

I initially managed high-level administrative tasks such as itinerary management, travel coordination, and podcast management. Following an expansion, my role expanded to include Salesforce management, site audits, and strategic client engagement to drive business retention and speaking opportunities.

Magic Outsourcing Solutions

Oct 2023 - Feb 2024

Magic Executive Assistant

I focused on training a workflow-optimization AI through low-level programming and complex web navigation. Utilizing a rigorous trial-and-error methodology, I achieved a 92% success rate and 95% accuracy in teaching the bot to handle high-level administrative tasks.

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PROFESSIONAL EXPERIENCE

CoverDesk Philippines

Feb 2023 - Oct 2023

In - Office Virtual Assistant

I held dual roles with this client's Insurance company, providing specialized B2C & B2B outreach and market research for a Michigan-based firm. I later transitioned to the In - Office Quotation Proposals Team, delivering high-accuracy data analysis and insurance processing for a broad network of account managers.

Cyberbacker Philippines

Jan 2022 - Jan 2023

Virtual Assistant

As an Virtual Assistant for a Chicago-based real estate firm, I executed B2B and B2C outreach alongside lead generation and administrative management. Through targeted strategies, I successfully drove increased traffic to our digital platforms and contributed to a 2% growth in client revenue.

EDUCATION & CERTIFICATIONS

Bachelor of Arts

Major: Music Production

De La Salle - College of Saint Benilde

Bachelor of Music

Major: Music Education (Unfinished | Completed 207 Credits)

University of Santo Tomas

Effective Business Communication

Alison.com

Introduction to Office & Administrative Management

Alison.com

EXTRACURRICULAR ACTIVITIES

Public Relations Officer

UST - Music Guitar Dept. | Served 2017 - 2018

Department Secretary

UST - Music Guitar Dept. | Served 2016 - 2017

Executive Assistant

UST - Music Student Council | Served 2016 - 2017

Executive Assistant

UST - Music Student Council | Served 2016 - 2017

REFERENCES

Angelique Anne Villa

The Freelance Villa | Co - owner & Manager
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Jan Erik Villa

The Freelance Villa | Co - owner
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Keith Molkenthin

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