

LESLEY KAYE DECLARO

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General Virtual Assistant

PROFESSIONAL SUMMARY

Results-driven Virtual Assistant with 3+ years of experience in administrative support, delivering high-impact support across fast-paced, client-driven environments. Adept at managing complex calendars, streamlining communication pipelines, and optimizing workflows through advanced use of CRM platforms and administrative systems.

I help keep daily operations running smoothly—coordinating schedules, handling inboxes, and supporting clients with care and efficiency.

With a proven ability to anticipate needs, implement process improvements, and maintain order in evolving business landscapes, I'm not just an admin—I'm a strategic partner in operational success.

WORK EXPERIENCE

Property Administrator | Velo Residential

Feb 2024 - Mar 2025

- Oversaw daily operations of multiple properties, coordinated maintenance, managed vendors, and resolved tenant concerns

Project Manager | Goldring Virtual

Feb 2023 - Feb 2024

- Responded to client communications, conducted research, organized data, and supervised admin tasks.

General Virtual Assistant | RecruitGo

Apr 2022 - Dec 2022

- Drafted estate planning contracts, followed up on accounts receivable, and maintained efficient admin processes.
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EDUCATION

2014-2016

Bachelor of Science in Tourism Management

Cavite State University - Silang Campus

ADDITIONAL INFORMATION

- **Skills:** I bring a well-rounded skill set in administrative support and virtual assistance, with hands-on experience using tools such as Appfolio, Lawmatics, Zoho CRM, and HubSpot for efficient client and data management. I'm proficient in legal support platforms like WealthCounsel, dialer tools like PhoneBurner, and project management systems including Monday.com. My day-to-day workflow is powered by Microsoft Office Suite and Google Workspace, paired with strong file organization skills using Dropbox and Google Drive. I also have experience in Canva for basic content creation and frequently collaborate through Slack and Microsoft Teams. With a strong foundation in email and calendar management, data entry, vendor coordination, customer service, and document drafting, I ensure smooth, organized operations in both real estate and legal support environments. My ability to adapt across platforms makes me a reliable and versatile partner in any remote or hybrid administrative role.
- **Languages:** English, Filipino