



# LEVIA MIA ROMBAOA

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## CONTACT

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## SKILLS

- Teamwork
- Time Management
- Leadership
- Verbal & Written communication

## COMPUTER SKILLS

- Graphic Designing
- Social Media Manager
- Affiliate Marketer
- WordPress
- Canva
- Troubleshoot software and hardware
- Property Management
- Wix Web Developer
- Email Domain
- Property Management (Guesty, Expedia, Houfy, Monday.com, Booking.com, Airbnb, Tripadvisor)
- Virtual Assistant

## LANGUAGE

English ●●●●●●●●

Filipino ●●●●●●●●

JAVA  
Visual Basic  
C++

## PROFESSIONAL PROFILE

An independent and self-motivated graduate in Information Technology. Looking for a general virtual assistant position where I can utilize the extensive knowledge I have gained during my course and experience. Well versed in data mining, social media manager and graphic designing.

## EDUCATION

### Bachelor in Information Technology

Guevarra Institute of Technology 2008-2011

- Graduated
- Major in Programming

## EXPERIENCE

### Airbnb Management Assistant

Assisting in the day to day management. These operations include running Guesty site. Through there I will manage the listings across multiple channels. Answer guest questions, checkins and check outs. Schedule cleaners, and resolve claims with Airbnb or other listings sites. Track all booking calendars to ensure there isn't double bookings. Customer service skills is need along with data analytics. Please reach out to me for more details.

### B2B Lead Generation/Data Entry

Finding leads for B2B, emailing and CRM

### Web Developer using Wix and Wordpress

Making and managing website, make small tweaks, implement larger updates, and handle new builds as needed. Maintain and update three existing websites: one on Wix, one on Squarespace, and one on WordPress.

Provide ongoing support for minor and major updates, including bug fixes, design changes, and feature implementations.

Manage the upcoming migration and refresh project for our WordPress site.

Collaborate with our in-house team to strategize and plan for website improvements. Be available for new builds and website projects as they arise.

### Cold Calling for Real Estate

Using mojo power dialer, calling potential home sellers, asking them if they sell there home. If they wanted to sell there houses then I will use zillow zestimate to estimate there houses. Setting appointments.