

MA. ALYZZA KATHRINA BAUTISTA

VIRTUAL ASSISTANT

📍 San Antonio Arayat, Pampanga Philippines 2012

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CAREER OVERVIEW

I Assist real-estate agency based in Australia, handles various stages of the property management process. Starting advertising properties to attract prospective tenants. also manage tenant prospecting, lease agreements, property inspections, and repair coordination, invoicing.

EDUCATION

Bachelor of Business
Administration

Angeles University Foundation
2011-2015

SKILLS

- Basic computer literacy skills
 - Real Estate Management
 - Organizational skills
 - Strategic planning and scheduling skills
 - Time-management skills
 - Verbal and written communication skills
 - Administrative Skills
 - Canva
 - Property Tree
 - Property Me
 - Console Cloud
 - Inspection Manager
 - DocuSign
 - Realworks
 - Outlook
 - Realestate.com.au /Domain
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EXPERIENCE

Virtual Assistant /Real Estate Management

Outsource Workers | Aug 2022 - Oct 2023

- Creating Lease Agreements
- Creating and Processing Work Orders
- Creating Bills/Invoices
- Reconciling Bank Accounts
- Screening Property Applicants via Email
- Listing and Online Management
- Phone and Email Support
- Social Media management
- Listing / Advertising online
- Organized and managed team tasks using Property Tree, Console cloud.
- Managed electronic and paper filing systems by updating CRM, maintaining documents, and accurately recording information.
- Executed travel arrangements by researching and booking flights and accommodations.

EXPERIENCE

Admin Assistant & Sales Associate

Globe Telecom | Feb 2021 - Apr 2022

- Executed record filing system to improve document organization and management.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Assisted development and implementation of new administrative procedures.
- Processed customer orders accurately and within agreed timeframes to meet service standards.
- Managed filing system, entered data and completed other clerical tasks.
- Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service.
- Managed phone and email correspondence and handled incoming and outgoing mail and faxes.
- Assisted coworkers and staff members with special tasks on daily basis.
- Established administrative work procedures to track staff's daily tasks.

Bank Teller Promoted as Head Cashier Supervisor

San Bartolome Rural Bank | Jan 2017 - Jan 2020

- Processing the application of the customer identify and verifying by presenting ID's and other documents of client preparing reports
- Greeting and directing clients, answering call inquires and handling complaints
- Process payments such as invoice employee reimbursement, financial statements
- Prepares and deposits all sales whether in cash or in checks, prepares petty cash replenishment weekly
- Makes required reports daily such as daily consolidated sales report, credit memo report, debit memo report, daily deposits of leasing collections, cancelled checks, cancelled official receipts, invalid debit and credit memo

REFERENCE

Jamela De Pedro

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