



Marijo Galang

VIRTUAL ASSISTANT

📍 Quezon Hill, Baguio City, Benguet, Philippines 2600

✉️ jo.galangva25@gmail.com

PROFILE

A team player with good written and oral communication skills and an analytical and problem solving aptitude. Seeking a position to utilize 5+ years of Virtual Assistant Experience.

SKILLS

- Teamwork
- Problem Solving
- Communication
- Flexibility
- Attention to Detail
- Computer Proficiency
- Willingness to Learn

WORK EXPERIENCE

R.E COMPS ANALYST

Jul 2022 - Aug 2023

Freelancer

- To analyze, do comparables analysis and property research for all the leads that are coming in or assigned by the Acquisitions department.

GEN ADMIN ASSISTANT

Mar 2022 - Jun 2022

Freelancer

- To call/text homeowners to see if they are interested to sell or to at least get an offer and details like their motivation, asking price and set an appointment for the Home Buyer Associate to visit their area and present the offer.
- Send email marketing via Investorlift, posting the properties the company will sell.
- Additional to my task was to reach to different investors via Facebook to do JV. Look for any sellers that are posting their homes in FB marketplace.

TEXTER | ADMIN ASSISTANT

Aug 2018 - Feb 2022

FarEast Outsourcing

- Real Estate Campaign (Oct 2018 to Feb 2022) - Responsible for appointment setting and confirmations, calendar management, data entry, texting leads, property research and comps analysis.
- Solar and Roofing Appointment Setting Campaign (Aug 2018 to October 2018) - To contact new or existing customers and check if they are eligible for Solar and Roofing. After asking for some information, I will set an appointment date/time for a technician visit.

PROJECT ANALYST

SynerG Outsourcing Inc

Apr 2018 - Jul 2018

- To contact qualified leads and educate them on how important it is to fix their credits and transfer them over to one of the credit repair experts to discuss further.

TECHNICAL SUPPORT

Teletech - Telstra

Jan 2018 - April 2018

- To assist telco customers, and/or guide them for troubleshooting and provide excellent customer service and the ability to resolve customer concerns.

APPOINTMENT SETTER

FarEast Outsourcing

Jun 2015 -Dec 2017

- To contact new or existing customers and check if they are eligible for the SOLAR. After asking for some information, I will set an appointment date/time for solar specialists visitation in their area.

TOOLS I'M FAMILIAR WITH:

- CRM: Podio, Bitrix24, Pipedrive
- Dialer: VICIdial, WebAgent, Calltools, Callrail
- Calendar Management: Calendly, Google Calendar
- Other software/s | Apps: Ringcentral, Asana, Slack, Propelio
- Google(Sheets, Slides, Docs) , Microsoft(Excel, Powerpoint, Word, Outlook)
- Investorlift, Constant Contact, Mapright, Propstream, County Records

EDUCATION HISTORY

BSED- Social Studies(Undergraduate)

Saint Louis University

- June 2012 to May 2015

Highschool Graduate

Quezon Hill National High School

- June 2009 to April 2012