






NASHIA ALIMBOYOGEN

GENERAL VIRTUAL ASSISTANT

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 Cavite City, Philippines

EXPERTISE

- Cold Calling
- Email Management
- Data Entry
- Lead Generation
- Calendar Management
- Administration
- Email Marketing
- Managing data entry duties
- Appointment Setter
- Customer Relations Management
- Multi - tasker
- Scheduling
- Communications and Written Skills
- Virtual Assistance

PROFESSIONAL EXPERIENCE

Throughout my career, I have worked in various roles that have provided me with a diverse skill set and extensive knowledge of different industries. I have consistently demonstrated my ability to adapt to new environments, collaborate effectively with teams, and deliver exceptional results. I always approach my work with professionalism and dedication. Additionally, my experience as a mentor and team leader has allowed me to build strong relationships and guide colleagues towards achieving their goals. Overall, my professional experience has shaped me into a well-rounded individual committed to continuous growth and making a positive impact in all my endeavors.

WORK EXPERIENCE

KBYG | Business Development Manager

March 2023 - September 2023

- Appointment Setting for the CEO
- Calendar Management for the CEO
- Cold Calling / Qualifying Leads
- Lead Generation Specialist (Club's, Pub's in Australia)
- Connecting through LinkedIn and Instagram

H2 Living Water | General Virtual Assistant

February 2022 - March 2023

- Appointment setting for the Sales representative that was in Hawaii
- Cold Calling / Qualifying Leads
- Lead Generation Specialist (Home Owner's in Hawaii)

AYA Healthcare | Sales Team Associate

February 2021 - March 2022

- Preparing sales documents, presentations, and reports
- Customer Interaction by answering various queries
- Cold Calling - Follow up on leads, meeting KPI metrics
- Setting Up Appointment / Scheduling Calls

TOOLS

- Canva
- CRMs (Hubspot / Monday.com / Trello / Zoho)
- Slack / Skype / Google Drive
- Ms Teams / Discord
- Gsuite / Google Apps
- Microsoft Word, Excel, Note, PowerPoint
- Zoom / Ring Central
- Screen Monitoring / Time Doctor
- Thumbtack / Yelp
- Apollo
- Team Viewer
- Vocaroo / Loom
- LinkedIn / LinkedIn Sales Navigator

EDUCATION

ISHRM School System | 2014 - 2016

Associate Degree of Hotel and Restaurant Management

Legacy Crash Pad | Real Estate Virtual Assistance

January 2020 - February 2021

- Providing assistance with their Short term and Long Term Houses
- Coordinating between CEO, Contractors, Clients
- Cold Calling to different target market to see the full occupancy rate of the houses they have.

United Healthcare | Inbound Customer Service Representative

June 2019 - December 2020

- Maintaining detailed records of customer interactions, inquiries, and resolutions in the company's customer relationship management (CRM) system for future reference
- Empathize with customers' complaints, investigate the issues, and strive to find fair resolutions, ensuring customer satisfaction
- Handle a wide range of customer questions, concerns, and requests, providing accurate information and solutions

Austroplast Philippines | Logistic Manager - Admin Staff

November 2018 - July 2019

- Ensure products are delivered to customers on time and in the most cost-effective manner
- Monitoring and control inventory levels to optimize stock levels, minimize costs, and avoid stock outs or excess inventory
- Managing warehouse operations, including layout planning, organizing inventory, and optimizing space utilization