

RYAN RAE DEL ROSARIO

Virtual Assistant

PROFESSIONAL SUMMARY

Possessing excellent organizational and communication skills, I am adept at managing diverse tasks efficiently while maintaining a keen eye for detail. With a proactive approach, I thrive in dynamic environments, demonstrating the ability to adapt swiftly to evolving needs and challenges.

PROFESSIONAL EXPERIENCE

2018 - 2019 **Aircraft Mechanic**
DNATA

- Aircraft Inspection: Conducting thorough inspections of aircraft to identify and assess any mechanical, structural, or system-related issues. This includes regular maintenance checks, pre-flight inspections, and post-flight evaluations.
- Compliance with Regulations: Ensuring that all maintenance activities are carried out in strict accordance with aviation regulations, manufacturer's specifications, and company policies.
- Documentation: Accurately documenting all maintenance and repair work performed on aircraft, including the use of computerized maintenance tracking systems.
- Tool and Equipment Maintenance: Ensuring that all tools and equipment used for aircraft maintenance are in good working condition and properly calibrated.

2021 - 2022 **Virtual Assistant**
Real Estate Broker - Assistant

- Managed and updated listings of available properties for sale and for rent.
- Scheduling appointments and property viewings as per the agent's or broker's instructions.
- Maintaining client databases, updating contact information, and conducting follow-ups with potential buyers or sellers to nurture leads.
- Managing the real estate agent's social media accounts and online presence to increase visibility and engagement.

SKILLS

- MS Office
- Google Workspace
- OpenCorporates
- Canva
- PipeDrive
- Communication Skills
- Zillow

EDUCATION

PATTS College of Aeronautics
(BSAMT)Aircraft Maintenance Technology

CONTACT

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