



SHEILLA MAE B. TALABA, LPT

Virtual Assistant

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📍 Tagum City, Davao del Norte, PH

EDUCATION

- **Harvard University - EdX Courses**
Introduction to Family Engagement in Education and Introduction to Online Education & Course Planning
On-going
- **St. Mary's College Inc.**
Master of Arts in Elementary Education
On-going
- **University of Southeastern Philippines Tagum Mabini Campus**
Bachelor in Elementary Education
Completed in 2014

SKILL

- Communication Skills
- Basic Graphic Designing
- Organizational skills
- Time management
- Tech-savvy
- Data entry and management
- Customer service skills
- Confidentiality and professionalism

PROFILE

I have honed my skills as a virtual assistant over the past three years. This role has provided me with valuable insights into efficient communication, organization, and multitasking in the field of Real Estate. As a virtual assistant, I have developed strong problem-solving abilities and keen attention to detail, ensuring that tasks are completed accurately and in a timely manner.

WORK EXPERIENCE

Easybnb | Airbnb Chat Support and Admin Assistant *2021 – Present*

Being a Chat Support and Assistant helps me in honing my communication skills with the objective of helping guests to relax and unwind during their vacation. I assist the guests with prompt communication of their queries and concerns. Organize tasks on Monday.com and Google Calendar. Coordinating with Primary Hosts and assisting head supervisors and managers, and contractors.

Jacksonwall Property Management Australia | Assistant Property Manager

2021

Assists Property Managers in tasks. Tenant Vetting, Prospecting, Lease Renewals, Routine Inspection, and Invoicing, checking emails and responding to queries, TICA Check, sending sms reminders and invoices, creating and sending entry notices. Organize Trello cards and Jobs or work orders

Real Property Management (New York Gold) New York City | Assistant Property Manager

2020-2021

Arrears, Lease Renewals, creating a checklist of tenants to vacate the property invoicing, checking emails, responding to queries sending reminders and invoices via sms. Organize Trello cards and checking of Jobs or create work orders, creating summary for Annual Expenses and income for owners

REFERENCES

Lezil B. Bowden

Off Leash Investment LLC Head of Operations

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Allan Natividad

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