



# SIRE CHRISTIAN NICOLAI EVANGELISTA

## VIRTUAL ASSISTANT

## ABOUT MYSELF

My VA career began when I had nothing else but only belief in my abilities and determination to learn everything from square one. Now, I work as a VA for years with a wealth of knowledge to share with your business and will continue to grasp new knowledge each day. This is beneficial to not only me but also for the benefit of the business.

## MY CONTACT

### Phone

+63 945 480 2743

### Email

sirechristiannicolai@gmail.com

### Address

Santa Cruz, Zambales, PH

## SKILLS

- Knowledgeable in using MS Word, Excel, Powerpoint, etc.
- Excellent communication skills
- Can acclimate quickly to different environments.
- Advance Mathematical Reasoning
- Can evaluate a situation and decide what to do next

## EXPERIENCE

### Virtual Assistant

Freelance | February 2023 - Present

Manages project-based work such as research, data entry, and administrative tasks.

Submitting client outputs by the deadlines they provide.

### Appointment Setter (Solar Campaign)

Freelance | November 2022 - February 2023

Setting up an appointment with homeowners that are interested in having solar panels on their houses.

Creating daily end-of-day reports to clients.

### Acquisition Closer

JCA BSS | December 2022 - June 2022

Following up with interested leads, verifying and or confirming information gathered by the cold callers then presenting them an initial offer or an offer decided by the client.

Ran comparables within the lead's property's vicinity.

Sending out offer letters through Docu Sign and or similar sites.

### Real Estate Cold Caller

JCA BSS | May 2021 - December 2022

Responsible for circle prospecting and cold calling to do outbound calls in order to reach and pre-qualify interested homeowners before passing it to the lead manager or quality analyst.

## EDUCATION

### Lyceum International School of Maritime

2022

Has improved communication skills, fantastic grammar, and speaks very good English despite being an undergrad due to pursuing to study BS Maritime which may result in working internationally with foreign people.

### CELTECH College

2020

Graduated Senior High School with honors and was consistent all throughout from Grade 11 to 12.

### Santa Cruz Academy

2018

A consistent student who belongs on the honor roll from grade 7 up until grade 10 with lots of special academic awards and extra curricular awards.

### Children of Zion Montessori School, INC.

2014

Accumulated a total of two 1st honorable mentions in kindergarten which resulted in acceleration to grade 1 and was constantly on top 4 of the class from grade 1 to grade 6 and was part of the school's journalism team, not to mention the awards I got.