



# ADRIAN TAGAMOLILA SORIANO, JR.

## REAL ESTATE SALE AGENT

### APPLYING FOR

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- Customer Service Specialist

### PROFESSIONAL SUMMARY

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Adaptable and highly motivated real-estate agent, with 2+ years of experience. Dependable at assisting and closing deals with a broker, and manages property renovations and modular furniture installations. Specialties include: managing paper work, resourcing materials and workforce, exceptional people person, upholds project deadlines, payroll administration. Thank you for your consideration!

Knowledgeable in: Microsoft/Google suits, Cap-cut, Vegas-Pro, Gimp, Canva, Notion, Calendly, Meta Suites

### EDUCATION

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#### GARDNER COLLEGE DILIMAN

B.S. Real-Estate Management  
School Year 2022 – 2023, September 13

### WORK EXPERIENCE

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#### MAXSTRAT REALTORS CORP.

Liaison Officer (Part-time)  
2018 To Current

- \* Assists a Real Estate Broker during client viewings and closings, of property listings for sale or lease
- \* Creation of Generated Sample Computations for Investments Proposals
- \* Facilitated the acquisition of certified copies of property documents for the Transfer of Property Ownership Documents
- \* Encoding of company expenses/receipts on BIR Excel forms
- \* Pick-up of Company Commissions and Issuance of Commission Receipts

#### ALVEO LAND CORP.

Property Specialist  
2022 To 2023

- \* Client Relationship Management
- \* Lead Generation
- \* Open House Promotion
- \* Real Estate Marketing

### RESIDENCE ADDRESS:

570 Sierra Madre St.  
Highway Hills,  
Mandaluyong City 1550

### CONTACT:

CELPHONE NO:  
+63917-109-5409

### EMAIL:

asorianojr.specialist@gmail.com

### OTHER TALENTS/HOBBIES:

- PERFORMS LIVE SINGING WITH A BAND
- CHURCH MUSICIAN (GUITARIST)
- CHURCH AUDIO TECHNICIAN
- INTERNET GAMER



# ADRIAN TAGAMOLILA SORIANO, JR.

REAL ESTATE SALE AGENT

## SKILLS:

- \* SOCIAL MEDIA MANAGEMENT
- \* EXCEPTIONAL PEOPLE PERSON
- \* ADAPTABILITY & WILLINGNESS TO LEARN
- \* LEADERSHIP IN SMALL & LARGE GROUPS
- \* KNOWLEDGE IN MICROSOFT OFFICE SUITE & COMPUTER HARDWARE
- \* REAL ESTATE BUSINESS OPERATION
- \* KNOW-HOW IN SOUND TECH OPERATION
- \* LICENSED DRIVER MANUAL CODE: A & B
- \* DATA ENTRY
- \* PROJECT MANAGEMENT
- \* BASIC KNOWLEDGE ON GOOGLE WORK SPACE TOOLS
- \* CONTENT CREATION
- \* VIDEO EDITING
- \* DATA GATHERER
- \* TECH SAVVY

## WORK EXPERIENCE

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### JAMAF HOME & OFFICE SUPPLY.

Quality Control & Purchasing Officer

2021 To Current

- \* Managed procurement of materials and equipment for multiple refurbishment projects.
- \* Sourced and maintained relationships with reliable suppliers for various refurbishment needs.
- \* Ensured timely delivery and quality control of procured materials.
- \* Performed thorough inspections of refurbished products, ensuring adherence to quality standards and industry regulations.
- \* Identified and addressed quality issues promptly, implementing corrective actions to prevent reoccurrence.
- \* Developed and maintained detailed quality control checklists specific to various refurbishment projects.
- \* Collaborated effectively with technicians and project teams to ensure timely completion of high-quality refurbishments.

## TRAININGS & SEMINARS

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### PRIME REAL ESTATE VALUES AND INTEGRATED LEARNINGS, INC.

- 12-Unit Real Estate Brokerage seminar for NEW SP with Digital Certificate
- October 28 to 30, 2022

### JOHN ROBERT POWER PHILIPINES

- September 11 to October 30, 2021
- Fundamental Personal Growth Session 1-4
- Fundamentals Self-Presentation Session 1-2
- Fundamentals Communication Session 1-6-
- Fundamentals Social Skills Session 1-3