



ELLA MAE P. DABLO

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Address

Blk 209 Excess Lot Phase 5 Site
PSLAI Paliparan 3 Dasmarinas
Cavite

PERSONAL PROFILE

Nickname: Ella
Age: 23
Birthday: July 5, 1999
Birthplace: Manila
Civil Status: Single
Citizenship: Filipino
Religion: Jehovah's Witnesses

ACADEMIC HISTORY

Cavite State University - Carmona Campus

- Bachelor of Science in Information technology
- (2016 - 2017)
- Undergraduate

Paliparan National High School

- (2015 - 2016)

Pintong Gubat Elementary School

- (2010 - 2011)

CAREER SUMMARY

Administrative Assistant

Hyphen Real Estate Group [April 2022 - October 2022]

- Respond to emails
- Schedule meetings
- Cold Calling
- Create an Article/Blog for the Website
- Manage email marketing
- Collect, distribute and enter data relating to new listings in a CRM system
- Prepare spreadsheets and keep online records
- Organize managers' calendars
- Perform market research
- Create presentations, as assigned
- Address employee's administrative queries
- Provide customer service as the first point of contact

Real Estate Virtual Estate

NY Foreclosure Relief LLC [Jan 2021 - July 2022]

- Data Entry
- Web Research
- Email Management
- Research SEO Keywords
- Project Management
- Setting Appointments
- Researching And Compiling Comparative Market Analysis reports for Properties
- Updating the Agency Websites (WordPress and ClickFunnels)
- Social Media Management (Facebook, LinkedIn, and Youtube)
- Creating Script for Video

Online Tutor

Private Employed [January 2019 – January 2021]

- Helping students with their school activities and projects thru online
- Teach them how to read and spell
- Teaching Financial Literacy to kids

Assistant Mathematics Instructor

Kumon(Salawag Branch)Dasmarinas [July 2017 – January 2019]

- Teaching Basic Mathematics Lessons
- Assist students with their Worksheets
- Handle students every hour

SKILLS

- WEB RESEARCH
- DATA ENTRY
- ADMINISTRATIVE SUPPORT
- PROJECT MANAGEMENT
- EMAIL MANAGEMENT
- APPOINTMENT SETTER
- MICROSOFT OFFICE
- GOOGLE TOOLS
- TUTORING
- CANVA DESIGNING
- COLD CALLING