

DANSTARSKY CUTAMORA

Virtual Assistant

REAL ESTATE | DIGITAL MARKETING | LEAD GENERATION | CUSTOMER SERVICE

My Contact

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📍 Cebu City, Cebu, Philippines

📁 [Google Drive Portfolio](#)

Core Skills

- Customer Relationship Management (CRM)
- Assistance in Property Management
- Lead Generation
- Customer Service
- Email and Calendar Management
- General Administrative Assistance
- Content Creation (Basic Graphic Design & Video Editing)
- Social Media Management
- Website Research

Tools

- | | |
|--------------------|------------------------|
| • Google Suite | • Asana, Notion |
| • GoHighLevel | • TimeDoctor, Hubstaff |
| • Hubspot | • Facebook Meta |
| • Canva, Adobe PS | • Buffer, Tributo |
| • Capcut, Adobe PP | • Slack, WhatsApp |

Education Background

- University of San Carlos
Bachelor of Science in Psychology
2015 – 2019

Achievements

- Handled 20 properties and over 135 tenants while achieving above 90% room occupancy rate. **2013 – 2015**

About Me

General Virtual Assistant with 2 years of experience leading different businesses in the field of real estate, coaching and education, as well as social media marketing. Provided consistent support to clients' administrative operations through managing CRM systems, usage of google software programs, as well as being the first point-of-contact between business and consumers.

Professional Experience

Growth Hub | Virtual Assistant

2023 – Present

Key responsibilities:

- Setting up and managing Hubspot CRM
- Monthly content creation for 3 different brands
- Generating leads and brand awareness organically

Virtual Hub | Property Management Assistance

2021 – 2023

Key responsibilities:

- Creating automations and integrations within the CRM
- Answering to tenants and leads' concerns and inquiries
- Generating, pre-qualifying, and nurturing leads
- Filling rooms on a monthly basis
- Listing properties in lead generation websites
- Overall administrative work on daily business operations
- Making sure data in sheets are accurate and updated

Co.Lab – Freelance Support

2022 – 2022

Key responsibilities:

- Customer journey nurturing and tracking
- Reaching out and respond to LinkedIn Leads
- Various ad hoc research tasks
- Social media engagement through Twitter on LinkedIn
- Researching airlines or scheduled flights as needed.
- Scheduling posts ahead of time using Buffer.

Professional Experience

cont.

Freelance Video Editor

2022 - 2022

- Cutting, editing, putting, transitions, and arranging clips relevant to brand goals
- Arranging B-rolls on a sequence to create long-form or short-form videos
- Cutting long-form content for repurposing into short-form contents
- File management and storage through Google Drive
- Listing down and updating the list of videos using Spreadsheets

Eperformax | Customer Service Support

2019-2021

- Achieving monthly targets and quotas.
- Answering customer inquiries through calls (Inbound & Outbound)
- Updating of lead info on CRM to recycle lead