



BABY ERLINDA GATCHALIAN

VIRTUAL ASSISTANT

CONTACT ME AT



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Baguio City



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PERSONAL PROFILE

A Virtual Assistant with 5 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

Property Management Virtual Assistant AU/NZ Real Estate industry

REassist 2020 - Present

- 2 years experience working as a Property Management Assistant for an AU/NZ real estate industry.
- Experienced using cloud-based Property Management Software.
- Marketing using Indesign and Canva.
- Listing/ Marketing
- Maintained a positive work ethic and commitment to providing excellent service.
- Managing heavy-load administrative tasks with accuracy.
- Setting Appointments.
- Prepared detailed reports

ESL FREELANCE

- ESL 10 years of experience.
- Helping to put English grammar in clear terms to help my students build their proficiency, overcome language barriers, and pursue new work opportunities.

EDUCATION HISTORY

University of Santo Tomas

Bachelor of Science in Music, 2004

- Member, Coro Tomasino
- Member, Teatro Tomasino