



# Rizza Quetua Vejerano

## Executive Virtual Assistant

An Executive Virtual Assistant for more than 2 years with a experience in the Marketing Field and automation. Possesses impeccable written and verbal communication plus an excellent interpersonal skills. Desiring to further develop acquired skills while working for expanding company.

## Contact

### Phone

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### Address

B7 L7 Beirut St.  
Palmera Homes Phase 4  
Novaliches, North Fairview,  
QC, Ph

## Education

2010

### Bachelor Science in Psychology

FAR EASTERN UNIVERSITY

2010

### Communications of Arts and Theater

UNIVERSITY OF THE PHILIPPINES

## Expertise

- Zapier Automations
- Email Marketing
- CRM
  - Hubspot
  - Active Campaign
  - Go High Level
  - Compass Marketing
- Social Media Marketing

## Language

English

## Experience

### Jul 2020 - Oct 2023

Weichert, Realtors

#### Executive Virtual Assistant

One of my task is to nurture our leads by creating a newsletter for a specific audience based in the source, lead and data. We construct significant topics that will create flavor and capture the interest of our leads. By the end of the month, we analyze the data if the stats are met, if not, we can reconstruct and gather more articles that can be use. I also build an automation to connect two different applications to fire a certain task once all conditions are met. This is to make sure all emails will be deliver to different types of group which is our audience. Sending a text brigade to learn more the interest of our leads and putting it in a documentation like a note so we can learn more of their target.

### Jul 2021 - Jan 2022

Scottsdalelux (Part-time)

#### Executive Virtual Assistant

Also creating a newsletter, poster design for our social media, social media engagement and postcards. Since we are in a real estate industry, our content is based on the area, events, gathering, food, competition and sports activity. This is to inspire our leads what are the good stuff that can see once they buy a home in this area. We send postcards to make it personalize and to greet them without any sales on the content, this is to build relationship and be our long time customers. I do social media engagement wherein I like and comment on their post which is the same purpose of building relationship and to be recognize.

### Nov 2011 - Feb 2020

Subject Matter Expert

#### Teleperformance Philippines

I have always been a candidate to be up trained different Line Of Business then eventually become a Subject Matter Expert wherein I will perform as an acting Supervisor on the phone. I help the customer resolve their issues without contradicting the airline rules.

## Reference

### Alecs Pelovello

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### Geraldine Carla Parong

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