



Charmane Caasi

VIRTUAL ASSISTANT



ABOUT ME

I've worked in the BPO industry for over 5 years. I have strengthened my teaching skills by catering language classes to Asian people. Additionally, I started my real estate business over the past year, managing projects and supervising sales and marketing. I look forward to embracing new opportunities in this industry.



CONTACT

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Metro Manila, Philippines



EDUCATION

- Our Lady of Fatima University
Bachelor of Science in Psychology
2010
- Trinity College of Quezon City
Bachelor of Science in Nursing
2005



WORK EXPERIENCE

Virtual Assistant

Bruntwork 2024- Present

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

Project Manager

Real Estate 2022- Present

Operates and assist foreign investors in acquiring and selling properties in the Philippines. Manage the sales and marketing team for real estate agents.

Client Care Specialist

ClearSource Philippines December 2023

Managing cancellation and rescheduling requests to give attention to details effectively in matching clients to the right provider and center.

ESL- Online Teacher

ABC360 Philippines 2015-2020

TESOL certified, extensive teaching experience both for children and adult students.