



CHARLIENE SAGARINO

General Admin, Virtual Assistant, Listing & Transaction Coordinator, Accounting Staff, Customer Support

To offer versatile virtual support by managing administrative tasks, overseeing real estate transactions, handling accounting functions, and performing accurate data entry. My goal is to enhance operational efficiency and provide seamless, remote assistance to clients and teams.

CONTACT

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EDUCATION

BS in Business Administration
Bukidnon State University
2007 - 2008

SKILLS

- Strong Work Ethic
- Positive Attitude
- Time Management
- Consistency
- Problem-Solving Skills
- Flexibility
- Working Well Under Pressure
- Good Communication Skills

TOOLS & SITES

- Lone Wolf System
- Skyslope
- Buildium
- Intuit
- Quickbooks
- AppFolio
- ReZen
- Canva
- LinkedIn
- Hubstaff
- Time Doctor
- Microsoft Office
- CRM (Conversion)
- Georgias
- SmartSheet
- Dash (21 online)
- Cloud CMA
- Trendgraphix
- WFG Trio & Fidelity National Title
- NWMLS, RMLS, PACMLS, YARMLS, CBA
- Google Suite
- Asana
- Brokerbay
- Listing to Leads
- Shoot2Sell
- BoxBrownie
- ilovepdf
- Buildium
- Follow up Boss
- RatemyAgent
- Flodesk

WORK EXPERIENCE

CUSTOMER SUPPORT & ADMIN STAFF

VIRTUSOLUTIONS | DEC 2024 - PRESENT

- Handling Customer Inquiries
- Managing Customer Complaints
- Troubleshooting and Issue Resolution
- Providing guide for the process
- Following Up and Data Entry

LISTING & TRANSACTION COORDINATOR

EXP REALTY | AUG 2024 - NOV 2024

- Gathering and organizing necessary documents and information for property listings.
- Creating and maintaining listing files
- Managing paperwork and documentation
- Communicating with clients, agents, lenders, and other parties involved in the transaction to ensure a smooth process.
- Ensuring that all parties meet deadlines and requirements
- Assisting agents with administrative tasks
- Maintaining databases and filing systems to organize client and property information.

PRE-LISTING, LISTING & TRANSACTION COORDINATOR

CENTURY21 NW REALTY | SEPT 2019 - AUG 2024

- Input or add new listing to MLS.
- Creating and maintaining listing files
- Managing paperwork and documentation
- Maintaining databases and filing systems to organize client and property information.

OFFICE ADMIN STAFF

DIGITAL NOMAD WEB DEVT SERVICES | MAR 2019 - SEPT 2019

- Customer Email Support
- Facebook Ads Research
- Facebook Inventory & Tracking Product Reviews
- Facebook Moderator
- PayPal Dispute and Adding Tracking
- Office works task, employee's benefits & payroll in-charge

ACCOUNTING STAFF

ANAKCIANO INCORPORATED | OCT 2015 - MAR 2019

- Cost Accounting
- Inventory Management
- Financial Reporting & Compliance
- Accounts Payable
- Accounts Receivable
- Bookkeeper
- Clerk/Cashier
- Payroll In-charge
- Auditing

REFERENCES

Ivy Kris Daguman
ROI Asset Mgmt. - Financial Controller
Phone: +639364110611
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Honey Junio
Wave Valve - Sales Manager
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