



GLORY JOY DAGOOC

Administrative Assistant

 joydagooc06@gmail.com

 Davao City, Philippines

Education

Bachelor of Arts

University of Immaculate
Conception

2015

Skills

Management Skills

Communication Skills Verbal
and Written

Administrative Tasks

Phone handling

Tools

RingCentral and AVAYA

MS Office (Words, Excel, Spreadsheet)

CRM (Corelogic, PropertyME and Track
and Trace)

ASANA, Trello

Skype, MS Team, Slack, Flock
WhatsApp and Viber



Work Experience

Costumer Service Representative

BPO based in Davao

2016

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2017

- Working on the Fashion Industry
- Discussing companies subscriptions and Renewal of Contract.
- Resolving Complaints and
- Processing Returns and Exchange

Order Placer

BPO based in Davao

2017

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2020

- Calling Restaurants to Place an order thru app
- Monitoring the Deliveries and Rider's on duty
- Escalations and Complaints from the Costumers

Logistics Specialist

Remotely based in California

2020

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2021

- Working with different warehouses
- Manage the scheduling of the Truck loads
- Calling the Drivers if the schedule was missed
- Escalation of the damage loads
- Monitoring the on going and out going loads.

Real Estate Insurance Relations

Receptionist (Remote based in Florida)

2022

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2024

- Receiving calls from Clients
- Administrative task for the on boarding of the new policies in CRM (House, Jewelry, Car and Yachts)

Property Management Assistant

New Business Assistant (Remote based in Brisbane)

2024

- Creating of Proposals and Appraisals
- Preparing and sending of Form 6s contract
- Signing of Form 6s
- Setting up of Property in PME once Form 6 is signed
- Drafting email communication for Landlords and Tenants
- Vacant and Takeover Management onboarding
- Sending of Takeover email to previous Property Management company regarding collection of keys/files
- Monitoring of Key Collection and Files Collection
- Entering Take over Tenancy files and information to PropertyMe (Tenant details, ledger, tasks, etc)
- Entering of leads into Software
- Sending email communication from BDMS outlook inbox
- Assisting the Business Development Manager on their day-to-day tasks, enquiries and requests promptly and efficiently