

Ira Mae Dayrit

San Fernando, Pampanga | P: 09946627429 | iradayrit.va@gmail.com

EDUCATION

NEW ERA UNIVERSITY

Bachelor of Science in Business Administration

San Fernando, Pampanga

2015-2019

WORK EXPERIENCE

ERRANT VENTURE PTY LTD. (1 year)

Executive Assistant

Australian Based (WFH)

2023-2024

- Schedule and manage CEO's appointments, meetings, and events.
- Screen and manage incoming calls, emails, and professional communications on behalf of the CEO.
- Arrange travel logistics (flights, accommodations, transportation) and prepare itineraries.
- Ensure the CEO's daily tasks and responsibilities are prioritized effectively for optimal productivity.
- Responsible for reviewing accountants tasks.

BROOKS ALLIANCE (1 Year)

Tax Admin

New York (WFH)

2023-2024

- Monitoring personal and business tax and 1049 documents. Ensuring tax filings are completed in compliance with deadlines and regulations. Organize and maintain tax records, receipts, and relevant documentation for audits and filings.
- Advise clients or management on necessary tax changes based on new legislation. Generate monthly, quarterly, or annual tax reports as needed.

TENANTVIEW - REAL ESTATE

Virtual Assistant/Real Estate Representative

2020-2023

- Manage the calendars of clients, scheduling meetings and appointments and ensuring all deadlines are met.
- Handle email correspondence, prioritizing important messages and drafting responses on behalf of clients.
- Conduct internet research to gather information on various clients, including competitors, and potential business opportunities
- Create and format documents, reports, and presentations for client meetings and projects.
- Assist with social media management, including content creation and posting, to increase online presence.
- Sales Representative - Conducting virtual meetings for Real Estate Property Sales. Worked as a Sales Agent, promoting property services, and achieving monthly sales targets

TASK US, INC. (2 Years)

SME/Customer Service Representative/Sales Agent

Clark, Pampanga

2018-2020

- Temporarily stepped into the role of Temporary Team Leader, supervising and guiding a team of customer service representatives to ensure efficient task execution.
- Appointed as an SME (Subject Matter Expert), providing in-depth knowledge and support to team members.
- Handled email correspondence, prioritizing important messages and drafting responses.
- Created and formatted documents, reports, and presentations for team meetings and projects.
- Provided customer support through phone and email, addressing inquiries and resolving issues promptly
- Served as a Customer Service Representative, addressing client inquiries and concerns with professionalism and efficiency.
- Appointed as a Sales Agent for a pioneer account, promoting products and services, and achieving monthly sales targets.