




SHERASMIN DELFIN

VIRTUAL ASSISTANT

CONTACT

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-  Sherasmin Delfin

EDUCATION

**COTABATO STATE UNIVERSITY
PHILIPPINES**
BA Industrial Psychology
2002-2004

RELEVANT SKILLS

- Knowledge of Social Media and Online Marketing
- Experienced in Email and Calendar Management
- Strong Research Abilities
- Lead Generation
- Data Entry/Data Scraper
- Basic Photo Editing
- Meticulous attention to detail
- Customer Service and Problem Solving
- Time management and organizational skills

SOFTWARE TOOLS

Trello, Asana, Hubspot, Notion, System.io, Click Funnel, Kajabi, Slack, Meta-Suite, Yelp, Instant Data Scraper, Hootsuite, Buffer, ActiveCampaign, Dropbox, Google Workspace, Spreadsheet, Microsoft Office Program, Microsoft Excel

ABOUT ME

I am dedicated and hard working person who believes in honesty and good working relation. I am a new at this sector of job but i have certain qualities which makes me good at this.

EXPERIENCE

REAL ESTATE PROPERTY MARKETING
Urban Deca Towers Cubao Quezon City Philippines
2024 - Present

- Property Evaluation
- Listing and Marketing
- Client Consultation and Advisory
- Showings and Open Houses
- Negotiation and Transaction Management
- Market Research and Analysis
- Relationship Building and Networking
- Compliance and Regulatory Oversight
- Post-Transaction Support

SOCIAL MEDIA MANAGEMENT

Facebook Page (Real Estate / Food Product / Clothing and etc.)
2024 - Present

- Create Schedule Contents
- Captions, Graphics, Video
- Engagement Reply
- Analytics Reports

SELLER ON SHOPEE, LAZADA, TIKTOK SHOP
2023-2024

- Store Set-Up and Management
- Product Listing and Optimization
- Order Management and Fulfillment
- Customer Service and Engagement
- Marketing and Promotion
- Inventory and Stock Management
- Sales Analysis and Performing Tracking
- Social Media and Community Engagement