



REAL ESTATE VIRTUAL ASSISTANT

MARY JOICE LIAD

GET IN CONTACT

email: maryjoiceliad@gmail.com

Mobile: +63975-043-6972

Santa Maria, Bulacan. Philippines 3022

PERSONAL PROFILE

I am a Real Estate Virtual Assistant seeking a full-time or part-time position in the field of Real Estate

AREAS OF EXPERTISE

- Cold Calling
- Appointment Setting
- Manual Skip Tracing
- Web Research
- Data Entry
- Lead Generation
- Craigslist Posting

OTHER SKILLS

- Good Communication Skills
- Certified Quickbooks Proadvisor
- Detail oriented
- Excellent problem solver

WORK EXPERIENCE

REAL ESTATE VIRTUAL ASSISTANT

Eden Virtual Services | 2020

- Cold Calling
- Manual Skip Tracing
- Lead Generation

DATA MIGRATION

Samuel Mytelka CPA LLC | 2020

- Data Migration from PDF to Excel

EDUCATION HISTORY

EDEN VIRTUAL SERVICES

Real Estate Wholesaling, 2020

- Cold Calling
- Appointment Setting
- Manual Skip Tracing
- Lead Generation
- Craigslist Posting

FILIPINO VIRTUAL ASSISTANCE

Freelancing Course and Coaching. 2020