



Juvelyn Villaflor

Real Estate VA
Social Media Manager
Graphic Designer
Lead Generation Specialist

Career Goal

To be a reliable Virtual Assistant and to ensure that my client will have satisfaction in my rendered service.

CONTACT INFORMATION

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SKILLS

- Good Communication Skills
- Good Social Skills
- Ability to follow instructions and deliver quality work
- Good attention to details
- Ability to work under pressure
- Graphics Design Skills
- Resourceful
- Ability to resolve issues
- Basic knowledge in Adobe Photoshop
- Basic knowledge in Illustrator
- Basic knowledge in InDesign
- Knowledge in Canva

WORK HISTORY

Real Estate VA - WasleyWood Property Management Ltd Sept 2020 - Present

- Respond to lead's query on Facebook and Spare Room
- Book viewings with the HMO Manager
- Gather necessary documents for HMO applicants
- Reconcile Rent payments on Xero and Update Rent Tracker
- Protect deposit of tenants
- Update tenants status and charges on Arthur
- Send Commercial Contracts and Invoice on Xero for Serviced accommodation

Lead Generation - Ganesh Makam Ltd August 2020 - Present (Part-time)

- I message qualified leads on LinkedIn, get their emails and reach out to them
- I message qualified leads on Facebook
- Create graphics on Canva and Adobe Photoshop when needed

Graphic Artist - Book Cover of Pssst! Kabayan Gising ebook by Alain Arostique May 2020

- I designed the front and back cover of the e-book

Product Inspector, Machine Operator, Clerk

Fujitsu Die-Tech Corporation of the Philippines 2006-2020

- I inspect the products visually for some trouble,
- I operated machines
- When I was transferred in the office, I worked as a clerk, providing process documents and finish admin tasks on a specific deadline.

TRAININGS

SOCIAL MEDIA MANAGER Filipino Virtual Assistance Corporation

I did engagement tasks and added connections on Instagram, Twitter and LinkedIn Account
June - July 2020

GRAPHIC ARTIST Unli Templates

I vectorized image through image trace at Adobe Illustrator and migrate image files for my client. I also helped the client in making a detailed process of photo editing video in a written document.

July - August 2020

EDUCATION

BS ARCHITECTURE

Bicol University College of Engineering
2001 - 2004

ENGLISH FOR FREELANCERS COURSE

Filipino Virtual Assistance Academy

This is where I enhanced my pronunciation and grammar. I also learned Filipinism, blog writing, copywriting, copyediting, and proofreading.

April 2020

FREELANCING COURSE

Filipino Virtual Assistance Academy

We gained experience in making Virtual Assistance Branding, General Virtual Assistance tasks, Social Media Marketing and Management, Simple Website Creation, Optimization, and Management, Online Writing and Marketing, Lead Generation, and lastly, SEO tasks.

May 2020

GRAPHICS DESIGN COURSE

Filipino Virtual Assistance Academy

In this course we developed our skills in Layout and Composition, Photo Editing using Adobe Photoshop, Logo Creation and Packaging Design using Adobe Illustrator and Book and Brochure Mockup using Adobe InDesign

August 2020