

# DAISY MARANGA JAO

REAL ESTATE & SOCIAL MEDIA VA | FULL BACKEND OPS SUPPORT

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 Cordova, Cebu, Philippines 6017

Versatile and tech-savvy Real Estate VA specializing in Social Media and Full Backend Operations Support with nearly 5 years of experience supporting agents, brokers and investors in the U.S. Skilled in transaction coordination, listing management, CRM management, and client communication. I help real estate professionals streamline operations, improve client satisfaction, and scale their business efficiently. I bring both hustle and heart to every client partnership.

## CORE COMPETENCIES

- Listing Management
- Transaction Coordination Support
- Social Media Content Creation & Scheduling
- Social Media Management
- Client Communication Support
- Lead Management & Nurturing
- Market Research & Data Entry
- Email & Calendar Management
- CRM Database Management

## TOOLS & SOFTWARE

Lofty • Skyslope • MLS Systems • Market Leader • ZipForms • Google Workspace • Gmail • Google Docs • Google Sheets • Canva • Later • Trello • Asana • CallTools • CRM Systems • WordPress • HomeLight • ChatGPT • Gemini • Social Media Platforms (FB, IG, TikTok) • Meta Business Suite • BAREIS • CAR • Disclosures.io

## WORK EXPERIENCE

### Freelance | Real Estate Virtual Assistant

**March 2024 – Present**

- Provide end-to-end transaction coordination for multiple agents, ensuring 100% compliance with deadlines and documentation.
- Manage CRM systems to track leads, automate follow-ups, and maintain accurate client databases.
- Create and schedule social media content on platforms like Facebook and Instagram.
- Handle email and calendar management, improving response times and appointment efficiency.

## **Your Virtual Sidekick | Real Estate Virtual Assistant and Team Leader**

**April 2022 – March 2024**

- Supported a team of real estate agents in listing management, contract preparation, and communication.
- Managed CRM systems such as Lofty and Market Leader to maintain accurate data and streamline operations.
- Designed and executed engaging social media content to boost brand visibility and lead generation.
- Led and supervised a team of virtual assistants, ensuring task efficiency, quality output, and smooth workflow coordination.

## **Maven Home Buyers (California, USA) | Real Estate Cold Caller**

**June 2021 – January 2022**

- Conducted outbound calls to potential sellers, generating qualified leads for property acquisitions.
- Maintained a daily average of 150+ calls
- Updated CRM records and provided detailed call reports to the acquisitions team.

## **MediaFlow | Chat Sales Agent**

**October 2019 – March 2020**

- Engaged with customers through real-time chat to promote and sell products.

## **Sykes Inc. | Customer Service Associate (Technical)**

**February 2018 – June 2018**

- Delivered technical support for U.S.-based clients, resolving issues efficiently and maintaining high customer satisfaction.

## **SSI Philippines Inc. | Market Researcher**

**2016 – 2018**

- Conducted surveys and data analysis for market research projects, ensuring data accuracy and timely reporting.

## **EDUCATION**

University of Cebu Lapu-Lapu & Mandaue — SHS (2016–2018)

Cordova National High School — JHS (2012–2016)

## **CERTIFICATIONS**

- Lead Generation from Pro VA Ph
- Facebook Ads
- Social Media Management
- Virtual Assistant
- WordPress

## **REFERENCES**

**Available upon request.**