



DAISY JAO

Real Estate Virtual Assistant

ABOUT ME

I provide real estate professionals with 4 years of proven expertise in listing management, contract coordination, and social media engagement. My role is to handle the details so agents can focus on closing deals and serving clients. I understand the hustle and heart it takes to grow a business, and I bring reliability, efficiency, and genuine care to every task.

WORK EXPERIENCE

- March 2024- Up to the Present
Freelance
Real Estate Virtual Assistant
- April 2022 - March 2024
Your Virtual Sidekick | Cebu City, Philippines
Real Estate Virtual Assistant
- June 2021- January 2022
Maven Home Buyers- Justin Dillon | California, USA
Real Estate Cold Caller
- October 2020- April 2021
MediaFlow | Cebu City, Philippines
Chat Sales Agent
- October 2019- March 2020
Sykes Inc. | Cebu City, Philippines
Customer Service Associate- Technical
- February 2018- June 2018
SSI Philippines Inc. | Lapu- Lapu City, Philippines
Market Researcher

EDUCATION

Senior High

University of Cebu Lapu-Lapu & Mandaue

2016 - 2018

Junior High

Cordova National High School

2012 - 2016

EXPERTISE

Listing & Contract Management
Transaction Coordination Support
Social Media Content Creation
Social Media Management
Lead Management & Nurturing
CRM Database Management
Email & Calendar Management
Client Communication Support

REFERENCES

Beverly Verano

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Jackie Sarabosing

HR & Finance Manager

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