



DAISY JAO

Real Estate Virtual Assistant

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✉ theysayflower03@gmail.com

📍 Cebu, Philippines 6017

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

ABOUT ME

I support real estate professionals by managing the behind-the-scenes tasks so they can focus on growth, client relationships, and a healthy work-life balance. With almost 5 years of experience in listing management, contract coordination, and social media, I've learned that success in real estate takes both hustle and heart, and that's exactly what I bring to every task — along with reliability, efficiency, and genuine care.

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

REFERENCES

Beverly Verano

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Jackie Sarabosing

HR & Finance Manager

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