MARIA CHIARA AXIBAL

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EDUCATION

BS Real Estate Management | iACADEMY

JULY 2018 - MAY 2020 (CLASS OF 2020)

Graduated with a degree in BS Real Estate Management as of Third Trimester A.Y. 2019-2020. Dean's List – Second Honor with a GWA of 1.292. Took a combination of units in Accounting, Law and Business management.

Bachelor of Arts in English | Asian Institute for Distance Education JAN 2014 – MAY 2017 (CLASS OF 2017)

Graduated with a degree in AB English. Took up units in Literature, Creative and Business Writing.



EXPERIENCE

Real Estate Appraiser | Duo Tax Quantity Surveyors
JUN 2024 – PRESENT

Conducted comprehensive property desktop valuations in Australia in accordance with industry standards and client requirements. Assisted offshore teams with property valuation inquiries and produced detailed written appraisal reports. Collaborated effectively with onshore teams to ensure seamless service delivery and high client satisfaction. Stayed updated on industry trends and best practices in offshore property valuation to maintain service quality.

Real Estate Broker | Top Realty88 Corporation MAR 2022 – JAN 2024

Experienced and results-oriented Real Estate Broker with a proven track record in buying, selling, and leasing properties. Skilled in building relationships, negotiating contracts, and providing outstanding customer service. In-depth knowledge of local real estate market trends and regulations. Dedicated to exceeding client expectations and achieving real estate objectives.

Real Estate Research Analyst | Tan Frankum & Associates, Inc. (Regular)

JUNE 2021 – FEB 2022

Conducting property market surveys and collecting and analyzing research data (primary and secondary data); Maintaining databases of real estate supply and demand; Maintaining databases of factors that affect real estate supply and demand (infrastructure projects, economic fundamentals, local and global current events (transmitted to clients via a weekly news compilation), corporate mergers and acquisitions, new or amended regulations); Producing clear and articulate information materials such as fact sheets, data packets, information memoranda, or investment prospectuses, as may be required in transactions; Collating property, market, and economic data to be used as variables in investment models; Collating data needed by clients in their due diligence; Writing real estate market reports, Highest and Best Use Analysis reports and appraisal/valuation reports; Providing analytical support on key projects and initiatives as needed.

Real Estate Broker Associate | RE/MAX Capital (Independent Contractor Agreement) FEB 2019 – FEB 2020

Performed broker associate duties in a timely and effective manner. Built and expanded the company's property listings for sale and for lease. Reviewed and prepared lease agreements and deed of absolute sale contracts. Conducted due diligence in behalf of the clients and supervised the transfer of ownership process of the liaison officers.

Lease Administration Analyst | CBRE GWS Business Support Services (Regular)

SEP 2018 - JAN 2019

Reviewed and analyzed lease contracts of HSBC and identified discrepancies between the contract and the abstracted data on the client's database in Salesforce. Conducted data cleaning, sorting and management. Corrected erroneous data and uploaded 100% accurate abstracted information.

Property Specialist | Ayala Land Sales Inc.

(Contract of Service)

DEC 2017 - AUG 2018

Actively participated in Ayala Land Premier's marketing efforts and introduced clients to the company's real estate development projects through cold calls, area saturation, networking and open house hosting.

Web Chat Support | Global Learning Support Pty., Inc.

(Regular)

AUG 2014 – AUG 2015

Manned the chatbot of Careers Australia Education Institute Pty. Ltd. via Salesforce. Delegated tasks to student supports and school administrators when necessary or as per students' request.

Customer Service Representative | Sitel Inc.

(Regular)

JAN 2014 - AUG 2014

Managed and de-escalated disputes from UK-based customers of a multi-national consumer credit reporting agency, Equifax. Performed customer identity validation through Oracle and Salesforce and processed changes in subscription. Excelled within a service-oriented company, demonstrating a talent for communicating effectively with customers from diverse backgrounds.



LICENSES/CERTIFICATION

Licensed Real Estate Broker PRC Lic. No. 0033163 | Professional Regulation Commission APR 2022

Licensed Real Estate Appraiser PRC Lic. No. 0011057 | Professional Regulation Commission SEP 22, 2021

Bookkeeping NCIII | Int'l Transmedia.com, Inc. (ITMC Training Center) OCT 2019 – NOV 2019

TESDA National Certificate in Bookkeeping, Certificate Number: 19141403039072

Civil Service Eligibility | Regional Office IV ISSUED ON AUGUST 29, 2019

Career Service Professional Eligibility with a rating of 82.89%.



SKILLS

- Negotiation and Communication
- Business Writing and Communication
- Customer Service
- Social Media, Website Content Creation
- Market Research
- Adobe Photoshop

- Canva
- Highest and Best Use Analysis
- Real Estate Appraisal
- Data Cleaning and Management
- Due diligence
- Microsoft Excel, Word and Powerpoint

ACTIVITIES

Affiliation and Leadership:

- JCI San Juan Pinaglabanan Member, Year 2022-2023
- Triton Dragonboat Racing Team, Assistant Treasurer from 2015-2016
- Haribon Foundation Member, Year 2015
- Empower 2.0 Youth Agri-camp & Leadership Summit in 2015

Voluntary Work:

- Volunteer at St. Hannibal Empowerment Center (SHEC), Year 2010
- Member at JCI San Juan Pinaglabanan, Year 2022-2023
- Vice President at PAREB-City of Roxas Realty Board, Year 2024