



Mary Rose Valiao Nolaso

maryrosenolasco0504@yahoo.com
+639055289960

Present Address:
Block 15 Lot 12 Casa Amaya South, Tanza 4108, Cavite,
Philippines

Basic Information

| | | | |
|---------------------------|-----------------------------------|--------------------------------|--|
| Age 28 | Birth Date Apr 03, 1995 | Gender Female | Civil Status Single |
| Height (cm) 150 | Weight (kg) 60 | Nationality Filipino | Religion Christianity - Catholic |

Work Experience

I have been working for 9.47 years

Jul 2021 - Feb 2023
(1 Year, 7 Months)

Marketing Specialist / Marketing Manager

Perserva Real Estate
Property / Real State
United States

- Sending email marketing campaigns.
- Calling cities and counties to confirm some information about the property.
- Provide training and support to outbound cold callers
- Find new buyers using different platforms.
- Manage email marketing lists (add/update/remove contacts)
- Post and advertise deals using Facebook marketplace and answer inquiries.
- Create and send marketing reports and update trackers.
- Skip trace, property research, and general research tasks.
- Gather and edit property photos.
- Send email marketing campaigns to potential clients.
- Use CRM daily to update and stay on task until deals are assigned.
- Troubleshooting and contact support.
- Perform other administrative tasks and special projects as assigned.
- Manage and Train cold callers
- Meet with support and developers to resolve tool issues.
- Oversee the creation of marketing materials and content
- Creating marketing strategy and budgets

Oct 2019 - Jun 2021
(1 Year, 8 Months)

SMS Tech Acquisition Specialist / General Admin Assistant

Omnis Real Estate LLC
Property / Real State
United States

- SMS Text Acquisition
- Sending email marketing campaigns.
- Calling cities and counties to confirm some information about the property.
- Manage and update trackers for all departments
- Creating scheduled meetings for all departments
- Creating minutes of the meeting
- Sending reports
- Helping all department
- Reporting issue to tools support if need
- Sending daily, weekly, and monthly reports
- Troubleshooting and contact support.
- Gather and edit property photos.

Apr 2017 - Oct 2019
(2 Years, 6 Months)

TSR

Teletech Company
Call Center / IT-Enabled Services / BPO
Pasay City

- Providing step-by-step assistance to all Australians who are experiencing problems with their Internet service.
- Resolving network issues
- Configuring hardware and software
- Sending on-site technician if client/ customer was unable to perform troubleshooting.
- To ensure client satisfaction, follow up on tickets if fully resolved before closing them.
- If the client's problem falls outside of our scope, we offer tier-2 technical support.

Sep 2013 - Feb 2017
(3 Years, 5 Months)

Billing Clerk

Peoples's Aircargo and Warehousing Company Inc
Airline / Aviation
Pasay City

- Use CRM daily to update and stay on task until deals are assigned.
- Troubleshooting and contact support.
- Perform other administrative tasks and special projects as assigned.
- Manage and Train cold callers
- Meet with support and developers to resolve tool issues.
- Oversee the creation of marketing materials and content
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Educational Attainment

Mar 2011 - Jun 2013

International Electronics and Technical Institute

Vocational Diploma / Short Course Certificate
Information Communication Technology

Government Documents

Passport

ID Number: P4860606B
Place of Issue: DFA Manila
Date of Expiration: Feb 18, 2030

Skills

Computer Literate | Email Management | Basic Social media
Management | Technical Support Representative | Customer Service |
Video Editing | Time Management

Languages

Tagalog | English | Korean

Character References

Michelle Garinto

Disposition Manager

Perserva Real Estate LLC

+639957446495

michellegarinto@gmail.com