



James Gayares

Virtual Assistant

PROFILE

An extremely dedicated individual with 5+ years of experience in providing stellar customer service. Solution-oriented eager to apply years of experience towards launching a successful career with an organization that will capitalize on administrative leadership while offering opportunities for ongoing professional growth in exchange for a solid work ethic, integrity, and commitment to superior performance.

EXPERIENCE

Aug 2022 - April 2023

Digital Marketing Agency I Florida, USA.

LEAD GENERATION SPECIALIST

- Email Marketing & Market Research
- Prospecting (Lead Kahuna, Generating leads)
- Handling Email Campaigns

May 2022 - Sep 2022

Restoration Growth I California, USA.

APPOINTMENT SETTER

- Outbound Calls (cold calling)
- Fulfilling VA tasks (emails , chat, sms, scheduling and monitoring)

Feb 2020 - May 2022

GoGoGrandparent I California, USA.

VIRTUAL ASSISTANT

- Lead Generation and Manage Sales Message
- Do inbound/outbound calls (Groceries and Home Services)
- Fulfilling VA tasks (filing documents, emails, and chat)

Oct 2019 - Mar 2020

Lead Pro I Laguna, Philippines

LEAD GENERATION SPECIALIST (REAL ESTATE)

- Outbound Calls (Cold Calling)
- Fulfilling VA tasks (emails , chat, sms, scheduling, and compiling document)

Jul 2018 - Nov 2019

Taskus Inc. I Anonas, Quezon City. Philippines

CONTENT MODERATOR

- Filtering Advertisements for a Social Media Platform
- Tackling Trending Topics

Nov 2017 - May 2018

Alorica I Cubao, Quezon City, Philippines

CUSTOMER SERVICE REPRESENTATIVE

- Take inbound calls (Retention Specialist)
- Do outbound calls (Collection Specialist)
- Upselling

Mar 2017 - Nov 2017

Sitel PH I 1 Doña Julia Vargas Ave, Pasig, Philippines

CUSTOMER SERVICE REPRESENTATIVE

- Take inbound calls
- Upselling

CONTACT



Address

Blk 6 Lot 23-B Gumamela St.
Greenland Cainta, Rizal, 1900.



Phone

0938 282 4353



Email

jamesgayares611@gmail.com

EDUCATION

2014-2017

BS CIVIL ENGINEERING

Polytechnic University of the Philippines

SKILLS

Math and Numbers

Microsoft Office and Microsoft CRM

Google Docs, Sheets, and Slides

Photo Editing (Canva and Phoroshop)

AutoCAD

Lead Generation Tasks

Cold Calling/Outbound Calls

Sales

Inbound Customer Service

Retention Specialist

Collections Specialist

Content Moderation