

BENCH SAMSON

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Dasmariñas City, Cavite

A passionate and dedicated with a strong foundation in organization and collaboration, complemented by a proven history of successful member in team and project management. Known for adaptability in navigating changing environments and expertly prioritizing tasks to optimize efficiency. Eager to leverage my skills and experience within a dynamic organization, both contribute significantly and further me career.

WORK EXPERIENCE

Administrative Assistant (Remote) 2021-2023 EDEN EQUITIES REAL ESTATE COMPANY
DALLAS TEXAS, UNITED STATES MAY-JULY

- ✓ Generated detailed reports using Excel for sold, listing, and rehab houses, ensuring accurate and comprehensive documentation.
- ✓ Recorded and organized bank transactions with a focus on accuracy and completeness.
- ✓ Processed payments via check and credit card using QuickBooks, providing detailed information on each property's transactions to the database (PODIO).
- ✓ Obtained timely updates from contractors via text, accurately entering the information into the company system.
- ✓ Managed invoices from various contractors, including granite, plumbers, electricians, Home Depot (Materials), and roofing professionals, while also monitoring rehab properties.
- ✓ Imported and organized data from the database for efficient record -keeping. · Attached invoices to the company system and promptly responded to emails. · Created and maintained Google Drive files for each property's papers, ensuring secure storage.
- ✓ Collaborated effectively with team members via Slack, facilitating seamless communication and coordination.

Data Mining Virtual Assistant 2021 EDEN EQUITIES REAL ESTATE COMPANY DALLAS TEXAS, UNITED STATES

- ✓ Spearheaded comprehensive searches for potential housing and property development projects.
- ✓ Applied advanced data mining techniques to systematically analyze real estate datasets and identify properties with potential for rehabilitation.
- ✓ Compiled potential leads into Excel, providing a structured and organized approach to property management.

EDUCATIONAL ATTAINMENT

SENIOR HIGH SCHOOL | AMA Computer College- Dasmarinas 2017 *Science, Technology and Engineering Mathematics*

JUNIOR HIGH SCHOOL | Dasmarinas National High School 2016

OTHER AWARDS, RECOGNITION AND SEMINARS

EMPLOYEE AWARD PROVIDED THE LARGEST PROFIT IN THE COMPANY 2021

Recognized for its exemplary efforts and found a house that the company sold.

Certification of Appreciation Webinar

Information Talks: Block chain Technology

SKILLS

- ✓ Proficient in Microsoft Excel for creating detailed property reports.
- ✓ Experienced in processing payments using check and credit card transactions with QuickBooks.

- ✓ **Strong organizational skills, ensuring accuracy, completeness, and consistency in data entry.**
- ✓ Effective communication and collaboration with team members through Slack.
- ✓ Skilled in managing invoices from various contractors and monitoring property rehabilitation.
- ✓ Data import and organization from databases for efficient record-keeping.
- ✓ Familiarity with Google Drive for secure storage of property documents.
- ✓ Quickly adjust to changing situations and environments, ensuring flexibility in a dynamic work setting.
- ✓ Possessing a keen eye for precision and accuracy, I am highly skilled in being detail-oriented, consistently ensuring meticulous attention to the finer points of tasks and projects.
- ✓ Demonstrating advanced computer literacy skills, I excel in utilizing various software and applications, navigating digital environments with ease, and adapting swiftly to emerging technologies.
- ✓ With a strong adaptability skill set, I thrive in dynamic environments by quickly adjusting to new situations, embracing change, and proactively learning and applying new concepts to ensure successful navigation through evolving challenges.

Character Reference

Vanessa Mesinas

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I hereby certify that the above statements are correct and to the best of my knowledge.

BENCH SAMSON

Applicant