



## CONTACT ME

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📍 B16, L24, Westgate  
Highland, Lumbia,  
Cagayan de Oro City

## EDUCATION

### Real Estate Broker

#### GCR Review Center

2014

### Management Accounting

#### Liceo de Cagayan University

2008-2012

## SKILLS

- Real Estate Marketing
- Customer Support
- Data Entry
- English Speaking
- Digital Marketing
- Graphic design

# Kevin Villaver

## ABOUT ME

I'm a proud father of two, a devout basketball fan, and a firm believer in Christ. Since 2014, I've been a licensed real estate broker, prioritizing excellent service for my clients. Currently, I serve as a Corporate Broker at Bachelors Realty and Brokerage Inc., where I'm dedicated to finding the best properties for my clients' needs while ensuring they get the most value for their hard-earned money.

## WORK EXPERIENCE

### Real Estate Broker

2022 - Present

#### Bachelors Realty and Brokerage Inc. | Cagayan de Oro City, Philippines

Conduct marketing research to identify new trends for reaching prospective clients and generating leads. I utilize social media marketing as a tool for acquiring new prospects. I qualify prospects by studying their profiles on their respective social media accounts. I conduct initial interviews by asking questions to ascertain their exact housing needs. After thoroughly qualifying them, we schedule unit viewings to showcase the property firsthand and ensure effective presentation for a successful closing. My responsibilities extend beyond sales; I also assist clients in obtaining the necessary documents for mortgage loan applications.

### Data Entry

2020 - 2022

#### DBP Service Corporation | Makati City, Philippines

I was assigned to an administrative department responsible for maintaining records of all office equipment, furniture, and company client vehicles. My primary role involves generating and maintaining records for all items and equipment belonging to the assigned companies. As a record keeper, my responsibility entails ensuring the ongoing existence and utilization of equipment distributed to employees. Additionally, I conduct monthly inventories of all items and prepare detailed reports for our division head.

### Accounting Assistant

2016 - 2020

#### Pag-IBIG Fund | Cagayan de Oro City, Philippines

My role as an accounting support involves generating daily payment collections for the company and addressing them through a ticketing system. I ensure that the total collections responded to, from all branches in northern Mindanao, align with the generated list in the system. After responding to the entries, I upload them into our system and submit them for approval before distributing them to other designated personnel for account posting.

## REFERENCES

### Mary Ann P. Ramirez

Pag-ibig Fund / Division Head

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### Eugenio Montemor

DBP Service Corp. / Supervisor

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