

ROBIE GENADA

*Real Estate ISA and appointment setter
General Virtual Assistant
Chat and Email service representative*



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Bacolod City, Philippines

Experience

Real Estate ISA and Appointment Setter

Move Houston

2020-2021

- The Inside Sales Agent (ISA) prospects for new clients, cultivate client relationships, sets client appointments, and manages all leads within the contact management database. Calls are made each day to reach potential clients, obtain the necessary information to qualify them for an appointment, and schedule meetings with the listing and/or buyer specialist

DropShip Specialist and Virtual Assistant

JWide/JwGrills Shop on Shopify

2018 - 2020

- Handled product and research-based tasks excel work, operate retail websites, product image editing, product listings, optimizing product lists, managing pricing and inventory, fulfilling orders, processing returns and exchanges, bookkeeping, and handling customer support via social media.

Accomplishments

- Have a high contact rate on cold calling and reached sales quota.
- Was able to build a Shopify store from scratch and was able to get a partnership with suppliers.
- Commended by Clients for working with minimal supervision.

Education

Asian College of Aeronautics

aviation technology

2004 - 2006

- Completed my On job training at a big company.
- President of our class

Bacolod City National High School

2002 - 2004

- City Scholar
- Member of the various school organization
- Member of the young city rescue team

Skills and Abilities

- Computer Skills: MS Office, Google Drive, spreadsheets, email, PowerPoint, databases, social media, web, enterprise systems.
- Proficiency in Software Systems and Computer Operating Structures
- Productivity. Trello, Slack, Asana, Mojo, Kit
- Graphics: Canva, Shopify Image Resizer, Hatchful