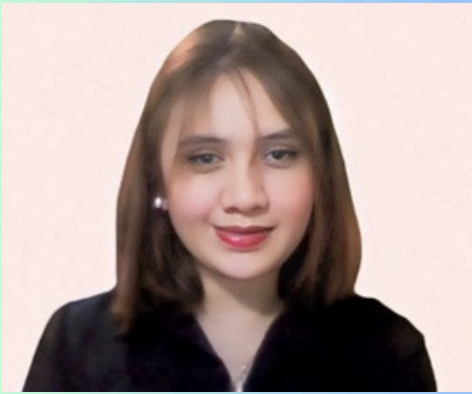




Anna Beatriz Roxas

**VIRTUAL ASSISTANT |
FREE LANCER**

QUALIFICATIONS SUMMARY

**Teamplayer | Tolerance |
Adaptability | Kindness |
Compassion**



Scout Barrio, Baguio City,
Benguet, 2600, Philippines



- Effective interpersonal and communication skills.
- Active organizational skills and good analytical skills.
- Can work under stressful conditions and during irregular hours.
- Good in verbal and written communication
- Relate well to people from a variety of cultures and socio-economic conditions
- Resourceful in completing projects, ability to multi-task effectively for
- Dedicated individual, reputation is consistently going beyond what required.

TOOLS USED:

Facebook, Instagram, TikTok, LinkedIn, Sales Navigator, Trello, Airtable, GoogleWorkspace, Slack, Asana, MONDAY.COM, GoogleDrive, CRM, RealGeeks, Hubspot Sales, MarketLeader, FOLLOW UP BOSS, Outbound Engine, Vonage, Bombbomb, Sierra Interactive, Zoodealio, ZBuyer, SkySlope KVCORE, Batchdialer,MLS, dotloop, REI Sift, Aircall, Calltools, OpenPhone, Mojo, Canva, PicsArt, Zillow, Microsoft, Google Suit, Calendly, Accuity, Wix, HomeSnap, Similar Web, MatchMaker, Wrike, Clockify, Adobe Photoshop, Hubstaff, ClickUp, PhotoScape, BuzzStream, ZeroBounce, Sales Force, Notion, PipeDerive, Hootsuite, ZOHO, MailerLite, MailChimp, Indeed, LinkedIn Recruiter, Upwork, LandModo, PostalMethods, Propstream

WORK EXPERIENCE

REAL ESTATE VIRTUAL ASSISTANT, EXECUTIVE

VIRTUALASSISTANT & SOCIAL MEDIA MANAGER

Freelancer

Aug 2021 - July 2025

- Tools and CRM utilization regarding real estate, social media marketing, admin assistant tasks & appointment setting.
- Assisting Executive Coaches, Real Estate Investors.
- Creating templates on Canva; Edited videos for social media accounts; Sending out messages for them through email and Outlook.
- Creating templates for automated emails and campaigns through MailChimp and Mailerlite
- Used LinkedIn and Sales Navigator for prospects.
- Assisting through the use of Trello, Google Workspace and Asana.
- Communicated through Zoom, Lark, Slack and Basecamp.
- Well versed on Wrike, Clockify, Adobe Photoshop, Hubstuff, ClickUp, PhotoScape, hunter.io, BuzzStream, ZeroBounce.
- Calendar Management using Calendly and Accuity.
- For my Real Estate Clients: Searching for prospects using MLS and the county website; Sent out text messages and emails; Edited their information on KVCORE, Podio and Zillow.

COLD CALLER & TRANSACTION COORDINATOR

Freelancer

Aug2021- July 2025

- Coordinate all aspects of the transaction process, including contracts, inspections, appraisals, and closing procedures
- Address any issues or discrepancies that may arise during the transaction process.
- Prepare and maintain all transaction documentation, ensuring accuracy and compliance with regulations.
- Experience in using Customer Relationship Management (CRM) software to track leads and interactions.
- Employ various sales techniques to engage prospects, handle objections, and secure appointments or sales.

TEAM LEADER

Freelancer

June 2021 - July 2021

- As a Team Leader with a focus on managing real estate virtual assistants, I successfully led a team, driving project completion and ensuring alignment with organizational goals. I managed daily operations, including task delegation, performance monitoring, and conflict resolution, which significantly improved team productivity. My role involved creating workflows, fostering a collaborative environment, and coordinating with my VA's and teams to ensure timely project delivery. Additionally, I have HR experience, mentoring and training team members to support their professional growth and advancement.

**HR RECRUITER | TALENT ACQUISITION
SPECIALIST**

MeetYourVA

Feb 2019 - June 2021

- Conducted end-to-end recruitment, from sourcing to onboarding virtual assistants.
- Utilized job boards (Indeed, OnlineJobsPH) and social media for talent acquisition.
- Screened resumes, conducted initial interviews, and assessed candidates' qualifications.
- Coordinated interview schedules and communicated hiring updates to clients.
- Managed applicant tracking using Trello and Google Sheets.
- Provided onboarding support, including contract signing and orientation.
- Maintained a database of potential candidates for future hiring needs.