



Luke Edcel Peralta

Real Estate VA

CAREER OBJECTIVE

To obtain a position as a team player in a people-oriented organization where I can maximize my customer service, operations, and real estate investment experience in a challenging environment, contributing to the company's success and growth.

WORK EXPERIENCES

Dispositions Manager December 2024 – March 2025

HABU – Tampa, FL

- Managed the marketing and sale of investment properties to a network of cash buyers.
- Handled contract coordination, negotiations, and closing processes.
- Built strong relationships with buyers, ensuring efficient dispositions.
- Marketed properties and conducted outreach to grow buyer lists.

Team Lead June 2021 – December 2024

Graystone Investment Group – Tampa, FL

- Led a team of cold callers, skip tracers, and lead generation specialists.
- Managed MLS offer submissions, acquisitions strategies, and buyer outreach.
- Set daily/weekly goals and monitored team KPIs.
- Streamlined processes for acquisitions and dispositions teams.

Operations Manager April 2019 – May 2021

US Team Home Buyers – Houston, TX

- Assisted in the creation of wireframes, prototypes, and user flows for client projects, under the guidance of senior designers.
- Conducted competitive analysis and benchmarking to identify industry trends and best practices in user experience design.



Bacolod City

EDUCATION

Asian College of Aeronautics

Associate Degree in Aircraft Maintenance Technology

2012 – 2014

SKILLS

- Real Estate Acquisitions and Dispositions
- Team Leadership and Operations Management
- Cold Calling, Lead Generation, and Skip Tracing
- MLS Research and Offer Management
- Buyer Outreach and Relationship Building
- CRM Management (Podio, REI Reply, Salesforce, InvestorLift, MLS)
- Comparative Market Analysis (CMA) and Property Valuations

- Contract Coordination and Closing Support
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Typing Speed: 50–70 WPM
- Advanced PC and CRM Navigation Skills

Customer Service Representative | Appointment Setter | Virtual Assistant | Sr. Client Relations Associate

MBBUZZMarketing– MyrtleBeach,SC

June 2015 – March 2019

- Managed the marketing and sale of investment properties to a network of cash buyers.
- Handled contract coordination, negotiations, and closing processes.
- Built strong relationships with buyers, ensuring efficient dispositions.
- Marketed properties and conducted outreach to grow buyer lists.

Personal Qualities

Quick learner and highly adaptable

Positive attitude with strong leadership and communication skills

High level of integrity and professionalism

Results-driven and strategically focused