



JOHN MONTEMAYOR

OBJECTIVE

To be apart of a company where I gain more experience and knowledge, and learn significant standards, proper discipline, and procedures needed in a workplace where I can sharpen my skills while contributing growth to your company.

HOBBIES

Playing Guitar
Traveling
Hanging out with family and friends

EDUCATION

BAGUIO SCHOOL OF BUSINESS TECHNOLOGY COLLEGE

June 2012

Information Technology

BAGUIO CITY NATIONAL HIGHSCHOOL

June 2007

WORK EXPERIENCE

Freelance Virtual Assistant 2021-Present

RealEstate (eXp Realty,KellerWilliams)

Transaction Coordinator

-Working on a deal from under contract to close. Making sure that all deadlines/timelines are met and daily follow-ups with all parties involved in the transaction.

Listing Coordinator

-Setting up a Listing to go live in the MLS. I make sure that all details and photos are uploaded appropriately to attract potential buyers in the market.

Administrative Assistant

Email Management -Managing email queue depending on the urgency of the concern. Organizing each file by creating tags and folders for better workflow and communication. Social Media Management -Creating ads/posts on social media once a listing is live in the MLS to reach more potential buyers.

Loan Processor

Underwriter

-Processing Business files (Application form, Bank statements) for review and sending them to lenders for Loan Approvals

EXPERTISE

Transaction Coordinator
Listing Coordinator
Administrative Assistant
Executive Assistant
Underwriter

TOOLS

Main

-Google Suite Apps
-Dotloop
-KW Command
-Skyslope
-Follow-up Boss
-Sisu
-Several MLS's (Multiples States)

Communication

-Gchat
-Slack
-MS

Teams

-Discord

Signatures

-DocuSign
-Glide
-Dotloop

SKILLS

- Can work under pressure and long hours
- Pleasing personality
- Patient in dealing with customers
- Good verbal communications
- Customer-oriented, energetic and friendly
- Participative role as a team member and leader
- Sense of alertness in procedural system
- Hardworking and can work under minimal supervision
- Computer literate
- Fast learner