



ODRALIM VILLAREZ

VIRTUAL ASSISTANT



Contact



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Skills

Time Management



Problem Solving



Productivity & Organization



Adaptability



About Me

Collaborating with various clients in different industries to promote my top-notch services and ease their lives by offering my skills while fostering a positive relationship with them



Education

Bachelor of Arts in Psychology

2022- Present

City of Malabon Univeristy

Senior High School

2019-2021

St. Therese of the Child Jesus Academy

Achivements: Salutatorian



Work Experience

Detroit Real Estate Agent

2021-2022

Admin Assistant

- Manage the emails and social media accounts for inquiries and advertising as well as search for sellers and buyers of the property.
- Oversee administrative tasks, information coding, and skip tracing.



Leadership Experience

CMU- Psychology Advocates

2022-Present

External Vice President

- Build and execute brand, strengthen marketing and communications, foster strategic partnerships, and expand relationships with policymakers, industry leaders

Longos Monternos Saltator

2017-2019

External Vice President

- Overseeing external operations, helping to build strong relationships, and maximizing the organization's operating performance