

# Raven Orogo Paz

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## ABOUT ME

Committed to providing exceptional administrative and operational support, utilizing strong communication and organizational skills. Seeking a challenging virtual assistant position to contribute to the success of clients or organizations in a virtual work environment.

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## SKILLS

Customer Service  
Email Management  
Graphic Design

Project Management  
Photography  
Scheduling Appointments

Social Media Marketing

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## PROFESSIONAL EXPERIENCE

### **VTW Real Estate Marketing & Phoena Land Development**

**March 2022-Present**

#### **Real Estate Salesperson/Agent**

Guide clients through successful real estate transactions while prioritizing their best interests and ensuring a positive experience.

### **Foundever**

**January 2023-August 2023**

#### **Customer Service Representative**

Provided customers with a satisfying and pleasant experience by promptly and skillfully attending to their requirements.

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## EDUCATION

### **STI College Baguio**

Technical-Vocational-Livelihood in Tourism Operations

### **Don Mariano Marcos Memorial State University**

Bachelor of Arts in English Language

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## VIRTUAL EDUCATION

### **The VA Startup**

General Virtual Assistant Course

Admin Virtual Assistant Course

Real Estate Virtual Assistant Course

Social Media Management