

# MONALISA CALUAG CUNETA

*I am a well-experienced Virtual Assistant expert in Bookkeeping, Real Estate Property Management, Lead Generation, Social Media Management and Graphic Designing. I always step my best foot forward and exceed my client's expectations. I want to learn and improve my skill set more.*

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## **CERTIFICATIONS:**

- Quickbooks ProAdvisor Certified
- Ezaac VA courses Certified
- Spanish Language Level 3 Certified

## **CONTACT DETAILS:**

Phone no: 09755564288

Email: cunetamonalisa@gmail.com

Skype: live:.cid.885e220194b1a8e4

## **SKILLS:**

- Bookkeeping
- Property Management
- Social Media Management
- Graphic Designing

## **CAREER HISTORY:**

### **CLOUDSTAFF**

Bookkeeper / Real Estate VA

February 2021 - August 2023

Tools: Appfolio, Quickbooks, Receipt Bank,

Google workspace, Slack, Form1

- AP & AR entries
- Work Orders & Invoices
- Bank Reconciliation
- Property Management
- Onboarding Tenants & Property Owners
- Other admin tasks

### **RPM NEW YORK**

Property Manager / Bookkeeper

November 2018 - February 2021

Tools: Appfolio, Trello, Docusign

- Maintenance Coordination
- Onboarding Tenants & Property Owners
- Preparing Contracts
- AP & AR entries
- Bank & Credit Card reconciliation

### **MAGELLAN LAW FIRM**

Executive Assistant & Bookkeeper

June 2017 - November 2018

Tools: Trello, Clio, Office365

- Handling emails
- Bookkeeping (AP, AR & bank reconciliation)
- Edit Legal documents for business needs
- Attends virtual meetings for recording purposes Data management

### **HSBC**

Senior Customer Associate

January 2016 - June 2017

Tools: Hsbc Bank Internal System & software

Customer Service Inbound

Responsible for billing & financial concerns

Basic Fraud detection

Collection

### **GROWTH CAPITAL LLC**

Real Estate VA

March 2015 - January 2016

Tools: RingCentral, Trello

- Cold Calling
- Appointment Setting
- Email Campaign Management