



PROFILE

Experienced administrative professional with a strong background in real estate, adept at managing contracts, coordinating client interactions, and facilitating seamless transactions. Proven track record of success in both administrative support and market center administration roles.

SKILLS

- Communication
- Relationship Building
- Goal Achievement
- Lead Qualification
- Phone Etiquette
- Scheduling
- Client Engagement
- Administrative Support
- Communication Management
- Research
- Leadership

EDUCATIONAL HISTORY

Pilar College Of Zamboanga City

Bachelors Of Science In Tourism Management | 2015 - 2019



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Manila, Philippines

Yusrina Arbois

EXECUTIVE ASSISTANT

WORK EXPERIENCE

2020 - 2024

Market Center Administrator (Promoted Position)

2023 - Feb 2024 | ReGroup, Keller Williams Inc.

- Send out important announcements and events to the entire office, ensuring timely communication and coordination.
- Manage and maintain the calendar and website for events and classes happening in the office, ensuring accuracy and accessibility for all members.
- Handle both internal and external marketing initiatives for the office, including recruitment efforts to attract new talent.
- Assist in organizing and facilitating Zoom meetings and Google-meet ensuring smooth operation and effective communication among participants.
- Utilize DocuSign for signing office rental leases and other contracts for independent contractors, ensuring legal compliance and documentation accuracy.
- Perform additional tasks as needed to support the smooth operation of the office and meet the demands of day-to-day operations.

Executive Assistant

2020 - Sep 2023 | ReGroup, Keller Williams Inc.

- Coordinate with clients, buyers, sellers, and various parties involved in real estate transactions.
- Draft and manage contracts, ensuring accurate details and timely execution.
- Utilize electronic signing tools such as DocuSign, SignNow, and Dotloop to facilitate the signing process for buyers and sellers.
- Monitor transactions closely from going under contract to closing using CRM platforms like KW Command, Trello, Monday.com, ClickUp, and BoomTown.
- Manage social media accounts, creating engaging content and maintaining an active online presence to attract potential clients.
- Manage Rainmaker's personal schedule using Google Calendar and other scheduling CRM tools, ensuring efficient time management and prioritization of tasks.