

Jodilyn B. Baldueza

Lorega San Miguel 73B Echavez Cebu City, 6000

+63 9959509287

olmayteeme@gmail.com

EXPERIENCE

Convergys, Cebu City — Customer Support

July 2014 - August 2015

Given that the company offers phone, cable, and Internet services, offer support by giving technical troubleshooting instructions and random inquiries like billing.

Firstsource LTD, Cebu City — Mortgage

Advisor, August 2015 - September 2017

A few main duties include processing redemption requests, transferring deeds, and evaluating mortgage applicants' eligibility.

The Virtual hub PH, Cebu City — Virtual

Assistant, October 2017 - May 2021

I worked as an administrative assistant between client projects, assisting with backend tasks such as updating the client retail store, managing inventory and payments, managing social media, administering property hosts, and making hotel reservations.

Prosper Real Estate, WI — Property Manager

Assistant/Training Assistant June 2021 - Present

Ensure smooth operation of property management activities from property maintenance, tenant relations, lease administration, showings, admin, and facilitating training for basic property management when needed.

EDUCATION

Eastern Visayas State University, Leyte — Bachelor of Science in Information Technology

April 2009 - May 2014

SKILLS

Property management. Social media Management.

Administrative Task.

Data Entry/Collection-Mining Email management.

Appointment Setters.

Booking.

Calendar Management. Customer Service.

Transcription.

TOOLS

Airbnb, shopify , Lightspeed, Opera Reservation System, Airbnb, Appfolio, Property Meld, Buildium, Google Suit/ Space, Microsoft Office 365, Trainual ,Canva, Dropbox, Loom, Zoom, Slack, Hubstaff, Time Doctor, Calendly, Asana, Monday.com