

ANA RAZIEL DE VERA

Virtual Assistant



I am an enthusiastic and dedicated professional with a passion for continuous learning and personal growth. With a rich background in various fields, including administration, recruitment, paraplanning, and ESL tutoring, I bring a unique blend of skills and experiences to the table. My career journey has been fueled by my eagerness to embrace new challenges and adapt to different environments, making me a versatile and resilient team member.

Contact



0947-209-2536



anarazieldevera@gmail.com



Teres II, Eufemia Compound,
Brgy. Taculing, Bacolod City

Skills

- Computer Literate
- Administrative Excellence
- Talent Acquisition & Recruitment Mastery
- Good in Time Management
- Effective communication skills
- Engaging ESL Instruction
- Sales and Lead nurturing

Education

● Associate in Computer Technology

BAGO CITY COLLEGE
2001 - 2002

Experience



Paraplanner

Venture Egg Financial Services

Mar 2023 - Sept 2024

- Supporting financial advisors by preparing financial plans, researching, and ensuring compliance.
- Gathering client data, creating reports, and helping develop strategies to meet clients' financial goals.
- Generate Super SOA's
- Uploads clients file.
- Administrative task and correcting errors.
- Tools used: Spreadsheet, Google Workspace, WhatsApp, Zoom, Pipedrive, Hellosign, Docusign, SOA Generators/SSP



Recruiter / Admin

Private ESL Company
(Vietnam & Korea)

Mar 2021 - Jan 2023

- Source candidates through social media, networking, and referrals to find potential candidates.
- Evaluate candidates based on qualifications and experience.
- Organize schedules and appointments.
- Writes and distributes emails, and memos, assists in the preparation of monthly reports, and assists in the interview and hiring process.
- Tools used: Skype, Notion, Slack, Google Workspace, Zoom, Spreadsheet



English Tutor

Private ESL Company

Mar 2021 - Feb 2023

- Designing lessons that align with educational standards, focusing on subjects like reading and writing.
- Providing extra help to students who may be struggling and adapting lessons for different learning abilities.
- Keeping in touch with parents about their child's progress, behavior, and any concerns.
- Tools used: Zoom, Spreadsheet, Google workspace

Experience

Cold Caller (Part time)

Legacy Troops

Aug 2021 - Feb 2022

- Lead Generation thru cold calling
- Calling potential sellers
- Once they are interested in selling, we ask property information and set up for call back to connect with our Closing Team.
- Tools Used: Call tools, Google Workspace, Google Chat, zillow, redfin, realtor.com

Customer Service Representative

Concentrix Bacolod

April 2015 - June 2018

- Answers phone calls
- Process refunds
- Account Management

Sales Assistant

SM Department Store

May 2007 - Feb 2011

- Helps locate products for customers, place holds, process transactions, and help the sales floor be organized and well stocked.

Certificates and Trainings

- NEW AGE VA CAMP - 2021
- ROCKSTAR VA - 2020
- TEFL CERTIFICATE - 2020
- FH MOMS - 2020

Reference

- Aiza Redfield
- Lordjane Bustamante

Ana Raziel C. De Vera