



LHAARNI VI BANILAD

WORK EXPERIENCE

TICKETING ASSISTANT to the CEO
WOWTICKET | SEPT 2024 - DEC 2024

- Ticket Purchasing & Processing: Used tools like Ticketmaster, Viagogo, AXS, and See Tickets to purchase concert/event tickets, manage listings on Viagogo and Gigsberg, and track purchases in Google Sheets.
- Inventory & Quality Control: Maintained an organized inventory of available and sold tickets, ensuring accuracy and quality control before dispatch.
- Dispatch & Reporting: Managed timely ticket dispatch to customers and provided regular updates on availability, purchases, and listing status to the team.

EXECUTIVE ASSISTANT to the CEO
BIO-FIRST | SYDNEY AUG 2023 - SEPT 2024

- Expertly managed executive schedules and coordinated virtual meetings, significantly improving productivity through proactive support.
- Streamlined inbox organization and ensured confidential information was handled with the highest level of discretion.
- Displayed exceptional attention to detail and executed tasks swiftly, ensuring prompt responses to executive needs.
- Demonstrated versatility by generating high-level monthly marketing reports and delivering exceptional customer service through Gorgias.

ADMINISTRATIVE ASSISTANT / TRANSACTION COORDINATOR
Point6Realty | JAN 2021 - JUL 2023

- Optimized client engagement and streamlined task automation through expert management of Brivity CRM.
- Ensured accuracy and efficiency in overseeing the transaction process from initiation to closure.
- Demonstrated proficiency in MLS data entry, consistently maintaining accurate and timely listing information.

EXECUTIVE ASSISTANT/ADMINISTRATIVE SUPPORT
AEROS SUPPORT HUB | JAN 2019 - DEC 2020

- Skillfully manage calendar scheduling to optimize executive productivity.
- Prepare detailed reports, draft documents, and professional correspondence with accuracy and precision.
- Provide proactive weekly feedback on showings and marketing initiatives to enhance engagement.
- Efficiently manage emails, ensuring timely and organized communication.

EDUCATION

Doctors Clinic and hospital school foundation
June 2000 - March 2006
BS -Nursing

REFERENCES

- Byron Darroch | BIO-FIRST/CEO | byron@bi-first.com
- Josh Plum | Point6Realty/Owner/Broker| Josh@point6realty.com
- Analyn Roque| Aeros Support Hub /Owner| Analyn@areosvas.com

PROFESSIONAL SKILLS

- Project and Task Management
- CRM Management
- Email and Calendar Management
- Social Media Management
- Appointment Setting
- Data Entry and Database Management
- Document Preparation and File Management
- Customer Service and Client Communication
- Research and Data Analysis
- Technical Proficiency
- Ticket Purchasing and Processing

SOFTWARE EXPERIENCE

- Google Suite * VIAGOGO
- MS Office *GIGSBERG
- MLS *TICKET MASTER
- FLEX MLS *AXS
- KW Command * SEE TICKETS
- Skyslope
- Dotloop
- Gorgias
- Coghlán
- Be Profit
- Go High Level
- Asana
- Trello
- Click Up
- Slack
- Zoom
- Follow Up Boss
- Brivity
- Docusign
- Mailchimp
- Mojo
- Ring Central
- Whatsapp
- Canva
- Facebook, Instagram, LinkedIn