



Jasmine Vi Obenza

Virtual Assistant

I aspire to join your esteemed company, leveraging the skills and knowledge I have cultivated through diverse roles across various industries. My goal is to contribute meaningfully while embracing opportunities for professional growth, acquiring new competencies, and further enhancing my work ethic, character, self-esteem, and confidence.

Experience

Contact

Phone

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Email

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Address

Block 10 Lot 17 Cluster 3, Uraya
Residences, Catalunan Grande, Davao
City, 8000, Philippines

Education

2011
BS Hospitality Management
Davao Doctors College, Inc.

Skills

- Digital Marketing
- Social Media Management
- Podcast Management
- Email Marketing
- Graphic Design
- Insurance (General, Commercial)
- Real Estate
- Data Entry and Research

Language

English

February 16, 2024 - March 30, 2025

Ocean Virtual Assistant Solutions

General Virtual Assistant

- Proficient in project management tools for streamlined workflows.
- Skilled in inbox management for optimal productivity.
- Experienced in professional, prompt chat and email responses.
- Adept at creating detailed invoices using QuickBooks.
- Expertise in data entry and research for informed decision-making.
- Skilled in lead outreach to drive business growth.
- Experienced in policy and contract management for compliance.
- Proficient in Nowcerts, Jira, Techalert, QuickBooks, Zoho, monday.com, and Google Workspace.

July 5, 2023 - October 15, 2023

Sphere Rocket VA

General Virtual Assistant

- Monitor CRM systems, Airbnb, and VRBO for listings, reservations, and guest interactions.
- Manage calendars for bookings, schedules, and property availability.
- Track check-ins and check-outs to ensure property readiness.
- Update property statuses and listings to optimize occupancy.
- Provide timely reports on property performance and guest feedback.
- Resolve guest concerns professionally for a positive experience.
- Proficient in tools like Owner Rez, Realty Juggler, Breezeway, and Google Workspace.

September 12, 2022 - January 30, 2023

Outsourced Doers

Digital Marketing Virtual Assistant

- Create and distribute engaging email newsletters and campaigns.
- Promote podcasts through targeted email outreach.
- Manage and grow social media accounts (Facebook, Instagram).
- Design graphics for social media and email campaigns.
- Publish podcasts on Buzzsprout and major platforms.
- Use tools like Canva, Buzzsprout, Audacity, Basecamp, Mailchimp, and ActiveCampaign

September 1, 2016 - June 30, 2018

LTS Malls, Inc - NCCC Mall Davao

Tenant Relations Supervisor

- Manage tenant accounts and coordinate billing for accurate records.
- Foster positive tenant relationships through open communication and support.
- Assist tenants in boosting sales and foot traffic with tailored strategies.
- Resolve tenant and customer complaints professionally.
- Monitor tenant sales performance to identify growth opportunities.
- Support tenant success with innovative solutions and value creation.

Tools

Canva
Basecamp
Mailchimp
ActiveCampaign
monday.com
Google Workspace
Microsoft Office 365
Zoho
Jira
Nowcerts
Jenesis
Owner Rez
Breezeway
Realty Juggler
Audacity
Calendly

October 1,2014 – August 31,2016
LTS Malls, Inc - NCCC Mall Davao

Marketing Assistant

- Plan and execute seasonal events and promotions to boost foot traffic.
- Manage marketing materials for events and tenant openings.
- Encourage tenant participation in mall-wide events.
- Build partnerships with organizations to expand event reach.
- Analyze event performance and refine strategies.
- Coordinate with tenants, marketing teams, and partners for seamless execution.

September 21,2013 – September 30,2014
LTS Malls, Inc - NCCC Mall Davao

Administrative Assistant

- Schedule appointments between tenants and Mall Administration.
- Resolve customer complaints to ensure satisfaction.
- Maintain organized and confidential administrative records.
- Act as a liaison between tenants, customers, and administration.
- Follow up on concerns for timely resolution.
- Use filing systems to track tasks and correspondence.=

Reference

Rodolfo C. Saturos

AVP Mall Operation, LTS Malls Inc.

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April Diel

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