



Von Joshua Tee,

- AGE: 27
- DOB - 08/19/1997

WORK EXPERIENCE

SPHERE ROCKET VA

July 2024 - April 2025

- Delivered virtual administrative support including email and calendar management
- Drafted professional communications and handled business-related phone calls
- Coordinated meetings, follow-ups, and client care tasks
- Managed files, created reports, and updated CRM (KvCore) with lead tracking and data entry
- Took meeting minutes and assisted with basic bookkeeping
- Handled personal errands and travel bookings
- Managed social media accounts across multiple platforms

SUMMIT VA SOLUTIONS

June 2023 - July 2024

- Virtual Assistant, Summit VA Solutions
- Admin Assistant, CBA&A Realtors
- Provided comprehensive administrative support and virtual assistance
- Managed schedules and handled communications
- Facilitated real estate transactions
- Demonstrated strong organizational and multitasking skill
- Ensured smooth operations and efficiency
- Delivered excellent customer service and client support

PEAK SUPPORT INC.

July 2021 - May 2023

- Email Support Associate
- Provided email support, handling inquiries, concerns, and complaints with professionalism
- Demonstrated excellent written communication and problem-solving skills

SITEL BAGUIO PH

May 2020 - May 2021

- AT&T ISM Customer Service Representative
- Assisted customers with inquiries and resolved issues efficiently
- Provided excellent customer service

TECHNO DREAM INC.

July 2019 - Feb 2020

- Sales Representative (Web Design)
- Engaged with clients to provide tailored web design solutions
- Demonstrated strong sales and communication skills

GEMINI BPO SERVICES & AURUM UNLIMITED

November 2017 - May 2019

- Conducted customer surveys on cancer kits
- Offered and sold diabetic supplies (glucometers, sugar strips, and lancets)

August 2017 - November 2017

- Sold health products (outbound)
- Provided billing assistance (inbound)

CONTACT INFO



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Address

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PROFESSIONAL SKILLS

- **Strong Interpersonal and Teamwork Skills:** Effectively collaborate with clients and team members, ensuring smooth communication and productive relationships.
- **Proficient in Microsoft Office Tools:** Skilled in Word, Excel, PowerPoint, and Outlook for efficient document creation, data management, and communication.
- **Ability to Multitask and Quickly Learn New Skills:** Adaptable and capable of handling multiple tasks simultaneously while acquiring new skills rapidly.
- **Social Media Management:** Proficient in managing social media platforms, creating content, and engaging with audiences.
- **Time Management:** Excellent at prioritizing tasks and managing time to meet deadlines and ensure efficient workflow.
- **Computer Skills:** Strong understanding of computer operations and software applications.
- **Organization Skills:** Highly organized, with the ability to manage schedules, files, and tasks effectively.
- **Data Entry:** Accurate and efficient in entering and managing data.
- **Customer Service and Problem-Solving Skills:** Adept at resolving customer inquiries and issues, ensuring high levels of satisfaction.
- **Adaptability and Flexibility:** Able to adjust to changing priorities and work environments.
- **Attention to Detail:** Meticulous in ensuring accuracy and thoroughness in all tasks.
- **Conflict Resolution:** Skilled in addressing and resolving conflicts professionally and effectively.
- **Technical Troubleshooting:** Capable of diagnosing and resolving technical issues.
- **Knowledge of CRM Systems:** Familiar with Customer Relationship Management software for managing client interactions and data.
- **Sales Skills:** Experienced in sales techniques and strategies.
- **Analytical Skills:** Strong ability to analyze data and information to make informed decisions.
- **Remote Communication Tools:** Proficient in using Zoom, Slack, and other remote communication tools.
- **Project Management Skills:** Basic understanding or experience in managing projects, ensuring they are completed on time and within scope.
- **Language Proficiency:** (If applicable, list any additional languages spoken besides English)

THESE SKILLS DEMONSTRATE MY VERSATILITY AND READINESS TO EXCEL IN VARIOUS ASPECTS OF MY ROLE AS A VIRTUAL ASSISTANT, ENSURING I PROVIDE TOP-QUALITY SUPPORT AND SERVICE.

Portfolio

<https://freelanceportfoliovontee.my.canva.site/>

REFERENCES

Allan Christian Dela Cruz

- Title: Office Manager
- Company: Sitel Baguio AT&T
- Email: Allanchristian@foundever.com
- Phone: 0998 548 1335

Caesar Ryan Tamayo

- Title: Training Manager
- Company: Peak Support INC
- Email: Tamayocaesarryan@gmail.com
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VIRTUAL ASSISTANT / EXECUTIVE ASSISTANT / ADMINISTRATIVE ASSISTANT

MAY, 2025

DEAR HIRING MANAGER,

I'M EXCITED TO APPLY FOR THE VIRTUAL ASSISTANT OR EXECUTIVE ASSISTANT ROLE WITHIN YOUR TEAM. WITH STRONG EXPERIENCE IN CALENDAR AND INBOX MANAGEMENT, CUSTOMER SERVICE, TRAVEL COORDINATION, AND GENERAL ADMINISTRATIVE SUPPORT, I'M CONFIDENT I CAN CONTRIBUTE TO YOUR OPERATIONS AND HELP YOUR TEAM STAY ORGANIZED AND EFFICIENT.

HAVING WORKED REMOTELY WITH VARIOUS CLIENTS AND COMPANIES, I'VE DEVELOPED A RELIABLE, PROACTIVE, AND TECH-SAVVY WORK STYLE. I'M PROFICIENT IN TOOLS SUCH AS GOOGLE SUITE, MICROSOFT OFFICE, AND PROJECT MANAGEMENT PLATFORMS, AND I TAKE PRIDE IN DELIVERING QUALITY WORK WITH ATTENTION TO DETAIL.

WHAT MOTIVATES ME MOST IS THE OPPORTUNITY TO SUPPORT A GROWING BUSINESS AND BE PART OF A TEAM THAT VALUES COMMUNICATION, INTEGRITY, AND LONG-TERM SUCCESS. I'M EAGER TO LEARN, ADAPT, AND ADD VALUE WHEREVER I CAN.

THANK YOU FOR CONSIDERING MY APPLICATION. I'D BE HONORED TO CONTRIBUTE TO YOUR TEAM AND SUPPORT YOUR MISSION.

WARM REGARDS,

Von Tee
VON JOSHUA TEE



Von Joshua Tee,

SKILLS AND TASK SCORE FROM 1/5

KVCORE – 5/5

I EFFECTIVELY UTILIZE KVCORE FOR MANAGING CLIENT RELATIONSHIPS, TRACKING LEADS, AND AUTOMATING MARKETING TASKS, ENSURING STREAMLINED COMMUNICATION AND ENHANCED PRODUCTIVITY.

FOLLOW UP BOSS – 5/5

I USE FOLLOW UP BOSS AS A POWERFUL CRM TOOL TO ORGANIZE CONTACTS, AUTOMATE FOLLOW-UPS, AND TRACK LEAD ACTIVITY, ENSURING NO OPPORTUNITIES FALL THROUGH THE CRACKS.

HAR – 5/5

I AM PROFICIENT IN USING HAR FOR ACCESSING PROPERTY LISTINGS, MARKET ANALYSIS, AND REAL ESTATE DATA, WHICH HELPS IN PROVIDING CLIENTS WITH ACCURATE AND UP-TO-DATE INFORMATION.

PODIO – 5/5

I EFFICIENTLY HANDLE PODIO FOR PROJECT MANAGEMENT AND COLLABORATION, KEEPING TRACK OF TASKS, DEADLINES, AND TEAM COMMUNICATION TO ENSURE SMOOTH PROJECT EXECUTION.

BIGGER POCKETS – 5/5

I LEVERAGE BIGGER POCKETS FOR NETWORKING WITH REAL ESTATE PROFESSIONALS, GAINING INSIGHTS FROM INDUSTRY EXPERTS, AND STAYING UPDATED ON MARKET TRENDS AND INVESTMENT STRATEGIES.

ADMIN EMAILS – 5/5

I MANAGE ADMINISTRATIVE EMAILS WITH PRECISION, ENSURING TIMELY RESPONSES, ORGANIZING CORRESPONDENCE, AND MAINTAINING CLEAR COMMUNICATION WITH CLIENTS AND COLLEAGUES.

CANVA – 5/5

I CREATE VISUALLY APPEALING MARKETING MATERIALS AND PRESENTATIONS USING CANVA, WHICH HELPS IN EFFECTIVELY CONVEYING INFORMATION AND ENGAGING WITH CLIENTS.

CAPCUT – 5/5

I USE CAPCUT TO EDIT AND CREATE HIGH-QUALITY VIDEOS FOR MARKETING PURPOSES, ENHANCING THE VISUAL APPEAL OF PROPERTY LISTINGS AND PROMOTIONAL CONTENT.

ZILLOW – 5/5

I UTILIZE ZILLOW FOR RESEARCHING PROPERTY DETAILS, MARKET TRENDS, AND PRICING INFORMATION, WHICH AIDS IN PROVIDING CLIENTS WITH COMPREHENSIVE REAL ESTATE INSIGHTS.

ASANA – 5/5

I PROFICIENTLY USE ASANA FOR TASK MANAGEMENT AND TEAM COLLABORATION, ENSURING THAT PROJECTS ARE COMPLETED ON TIME AND TEAM MEMBERS ARE ALIGNED WITH PROJECT GOALS.

ZIP FORM PLUS – 5/5

I HANDLE ZIP FORM PLUS FOR MANAGING REAL ESTATE TRANSACTIONS, ENSURING THAT ALL FORMS AND DOCUMENTS ARE ACCURATELY COMPLETED AND SUBMITTED IN A TIMELY MANNER.

TEXAS REAL ESTATE ZIP FORM – 5/5

I AM SKILLED IN USING TEXAS REAL ESTATE ZIP FORM FOR COMPLETING AND MANAGING REAL ESTATE FORMS SPECIFIC TO TEXAS, ENSURING COMPLIANCE WITH STATE REGULATIONS.

CALENDLY – 5/5

I USE CALENDLY TO SCHEDULE APPOINTMENTS AND MEETINGS EFFICIENTLY, ALLOWING FOR SEAMLESS COORDINATION WITH CLIENTS AND TEAM MEMBERS.

GREATER MCALLEN MLS (GMAR) – 5/5

I EFFECTIVELY USE THE GREATER MCALLEN MLS TO ACCESS LOCAL PROPERTY LISTINGS, UPDATE DATA, AND ENSURE ACCURATE MARKET ANALYSIS SPECIFIC TO THE RIO GRANDE VALLEY REGION.

NAVICA MLS – 5/5

I AM PROFICIENT IN NAVIGATING NAVICA MLS TO RESEARCH LISTINGS, MANAGE CLIENT PROPERTY SEARCHES, AND STAY UPDATED ON REAL ESTATE ACTIVITY IN MULTIPLE MARKETS.