

Preciosa Rubi

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OBJECTIVE

Building trust is my intent to successfully produce valued output that will aim to benefit both parties. Through acquired knowledge and skills from training, seminars and in acquired experience which I can positively impact in the workplace professionally. But I'm also open to new errands and it's a huge honor for me. I can work independently using my own initiative or as part of a team.

CORE COMPETENCIES

- Time-management
 - Calendar Management
 - Appointment/Telemarketing
 - Email/Inbox Management
 - Personal/Virtual Assistance
 - Teamwork and Collaboration
 - Project Management
 - Customer Service
 - Research and Admin Task
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TOOLS PROFICIENCY

- Google Suite
 - Adobe Acrobat
 - Calendly
 - LinkedIn sales navigator
 - Microsoft Office Suite
 - Ring Central
 - NetSuite
 - Adobe Photoshop
 - Canva
 - Houzz Pro
 - cap cut
 - CorelDraw
 - QuickBooks
 - zoom
 - Kixie dialer/slack
 - VICI auto dialer/fourth CRM
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EXPERIENCE

World Digitals Advertising Services Dispatch Team

Philippines

Appointment Setter/ Telemarketer/Construction

August 1,2022 – May 2023

- Excelled in converting cold leads to warm leads and clients through active listening and attention to detail.
- Call Potential Business Partners for our clients and offer samples of our product.
- Follow up existing clients if they are still willing to buy products in the future.
- Shifting campaign from offering samples to construction home remodeling offering free quotes

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RT Designs Inc./ RT Preventology

Burbank, California

Personal Administrative Virtual Assistant (part time)/Outbound clearances processor

September 2023 – June 2024

- Provide Virtual Assistant to latest tools: Houzz Pro
- Create and generate monthly content to drive Customer.
- Meeting Support for Project management
- Create Professional Short-Form Videos
- Administrative Task/Executive Assistant
- Reach out to community developers department to inquire clearances, setbacks and cities code
- Email Plan checker to inquire setbacks and project requirements

Regal Capital US

Los Angeles California

Business Development Representative Opener

January 2024

- Call business owners and see if they want business Financing.
- Inbound and outbound call businesses

Ish Mentorship. Co

Los Angeles California

Appointment Setter (Part Time-Contract)

March -May 2024

- Call provided leads and see if they are still interested in Ai software agency to start their business.
 - Chat/text and call given leads and transfer live calls to zoom for closers
 - Booked scheduled zoom to Calendly
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EDUCATION

University Of Mindanao- Davao City Main

Bachelor of Science in Accountancy- Associate Level

College of Accounting Education

2019-2022