



LIWAYWAY

 [VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Executive Assistance
- Administrative Support
- Calendar Management
- Email Management
- Appointment Scheduling
- Meeting Coordination
- Travel Coordination
- Report Preparation
- Document Preparation
- CRM Maintenance
- Data Entry & Database Management
- Payroll Administration
- Social Media Management
- Client Communication
- Client Follow-Up
- Task & Deadline Tracking
- Workflow Coordination
- Real Estate Administrative Support
- Marketing Materials Management
- Event Planning Support
- Organization & Multitasking
- Confidential Records Management

TOOLS

- Trello
- Asana
- ClickUp
- Notion
- Canva
- Meta Business Suite
- CapCut
- Adobe Illustrator
- HubSpot
- Google Workspace
- Microsoft Office Suite
- Google Sheets
- Zoom
- Slack
- GoTo Connect
- Mojo Dialer
- Gmail
- WhatsApp
- Realtor.com
- MLS Listing Platform
- GoShuffle Pro
- Zillow

Results-driven Virtual Assistant with 3+ years of experience providing executive support, administrative coordination, and real estate operations assistance in fast-paced remote environments. Proven track record of managing executive calendars across multiple time zones, coordinating client communications, organizing digital records, handling travel arrangements, and streamlining administrative workflows to improve efficiency and ensure exceptional client service. Brings strong expertise in calendar and email management, document preparation, CRM systems, task coordination, real estate support, and communication, helping organizations optimize daily operations, enhance executive productivity, and maintain seamless business processes.

WORK EXPERIENCE

EXECUTIVE ASSISTANT

Virtual Ideal Solutions | May 2024 – May 2026 (2 Years)

- Managed executive calendars, meetings, and scheduling across multiple time zones, organized digital files and client records, handled email management and report preparation, coordinated travel arrangements and client follow-ups, and supported listing updates, marketing materials, and workflow improvements.

EXECUTIVE ASSISTANT

Ukay Co | June 2023 – April 2024 (11 Months)

- Provided virtual administrative support including calendar and inbox management, coordinated meetings, prepared meeting summaries, tracked ongoing tasks, managed payroll, communicated with clients and internal teams, and streamlined administrative processes.

EXECUTIVE ASSISTANT

Eggcellsior Poultry Farms | September 2022 – May 2023 (9 Months)

- Served as the primary point of contact for executives, staff, clients, and external partners, prioritized calls and emails, coordinated business meetings and events, and provided day-to-day administrative support.

ESL TEACHER

GLATS Inc. | January 2020 – January 2022 (2 Years)

- Delivered online English lessons, developed customized learning plans, monitored student progress, and maintained an engaging and supportive virtual learning environment.

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