



ANTHONY

 [VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Real Estate Virtual Assistance
- Real Estate Transaction Coordination
- CRM & Lead Management
- Lead Generation & Prospecting
- Cold Calling & Telemarketing
- Appointment Setting & Follow-Up
- Real Estate Lead Nurturing
- Property Research & Data Management
- Transaction & Document Management
- Mortgage & Loan Processing Support
- Database Management & Data Entry
- Administrative & Executive Assistance
- Customer & Client Support
- Real Estate Operations Support

TOOLS

- Vulcan7
- REsimpli
- Mojo Dialer
- FreedomSoft
- RingCentral
- CallTools
- ReadyMode
- Batch Dialer
- Dialpad
- Podio
- Pipeliner CRM
- REISift
- BatchLeads
- Follow Up Boss
- DealMachine
- PropStream
- Land ID
- Dotloop
- DocuSign
- QuickBooks
- Trello
- ManyChat
- Slack
- Google Workspace
- Dropbox
- Loom
- Zoom
- WhatsApp

Versatile Virtual Assistant with extensive experience providing administrative, executive, real estate, mortgage, transaction coordination, telemarketing, and customer support for remote businesses. Proven experience supporting real estate transactions and loan processes, managing CRM systems, performing high-volume data entry, coordinating client communications, conducting lead generation and outbound calling, and assisting executives with day-to-day business operations. Brings strong expertise in CRM management, real estate support, administrative coordination, data management, lead generation, Google Workspace, QuickBooks, DocuSign, and remote collaboration tools, helping organizations streamline workflows, maintain accurate records, and improve overall operational efficiency.

WORK EXPERIENCE

VIRTUAL ADMINISTRATIVE ASSISTANT

Linkos Global Business Solutions

- Provided virtual administrative support using CRM, communication, document management, and data-entry tools.

TRANSACTION COORDINATOR

Keller Williams Honolulu

- Supported real estate transaction coordination and administrative processes using transaction management, CRM, and documentation platforms.

VIRTUAL ASSISTANT

Realtypath – The Way Home

- Provided virtual assistance supporting real estate-related administrative and operational tasks.

VIRTUAL ADMINISTRATIVE ASSISTANT

Trident Home Realty

- Supported real estate administrative activities, CRM management, documentation, and day-to-day virtual operations.

VIRTUAL LOAN ASSISTANT

Paramount Residential Mortgage Group

- Provided virtual administrative support for mortgage and loan-related operations.

VIRTUAL ADMINISTRATIVE ASSISTANT

Sloan Realty Group

- Assisted with real estate administrative tasks, data management, CRM systems, and transaction-related operations.

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



[Click here to:
BOOK AN INTERVIEW](#)



WORK EXPERIENCE

WEB DEVELOPER

EBA Web Solutions

- Supported website development using knowledge of web technologies, database management, Joomla, and programming.

TELEMARKETER / VIRTUAL EXECUTIVE ASSISTANT

Transcends Outsourcing Group

- Supported outbound calling and executive administrative activities using dialing, CRM, communication, and productivity platforms.

Virtual Executive Assistant

Sunny Horizon Investment LLC | Dates Not Specified

- Provided virtual executive and administrative assistance supporting business operations.

VIRTUAL ASSISTANT

KW Realty Back Bay

- Provided virtual assistance for real estate operations using CRM, communication, data-entry, and transaction management tools.

VIRTUAL ASSISTANT

Green Guard Commercial Cleaning

- Provided remote administrative assistance supporting day-to-day business operations.

TELEMARKETER

SIFTR Apricot Solar Company

- Conducted telemarketing and outbound calling activities using phone processing and communication tools.

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



Click here to:
[BOOK AN INTERVIEW](#)