



JOLIBE

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WORK EXPERIENCE

INTERNATIONAL TRADER/PH AREA SALES MANAGER/LOGISTICS IN-CHARGE

Burani Interfood Italy | October 2023 - February 2025 (1 Year, 4 Months)

- Managed international trading, Philippine sales operations, and logistics coordination for food imports.

REALTOR VIRTUAL ASSISTANT (PART-TIME)

Freelance | January 2024 - December 2024 (1 Year)

- Conducted lead generation, property research, skip tracing, and cold calling using Zillow, DealMachine, and Mojo Dialer.

VA BOOKKEEPER

MR VA Agency | July 2023 - January 2024 (6 Months)

- Provided bookkeeping services using Xero and QuickBooks, handling bank reconciliation, invoicing, and account management.

BUSINESS DEVELOPMENT MANAGER/CUSTOMER SUPPORT REPRESENTATIVE

Salary.com | April 2022 - July 2023 (1 Year, 3 Months)

- Supported U.S. clients with business development and customer service in a night-shift role.

BOOKKEEPER/LOAN PROCESSOR/ADMIN STAFF

PERA MPC | July 2015 - March 2022 (6 Years, 8 Months)

- Handled bookkeeping, loan processing, and general administrative duties for a financial cooperative.

SKILLS/AREAS OF EXPERTISE

- Marketing
- Sales
- Lead Generation
- Cold Calling
- Customer Support
- Virtual Assistant / Admin Tasks
- Bookkeeping

TECHNOLOGY

- Keap
- Xero
- Orum Power Dialer
- Canva
- LinkedIn Sales Navigator
- Funnelflo
- Monday.com
- Local Scraper
- Zillow
- RingCentral
- Microsoft Teams
- Adobe Photoshop
- Slack
- Remine
- Salesforce
- DealMachine
- Zapier
- QuickBooks
- Calendly
- kvCORE
- Mailchimp
- Mojo Dialer

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