



KEENNEY

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT

Freedom Foundry (Cheyenne, WY) | August 2024 – November 2025 (1 Year, 4 Months)

- Supported executive operations by managing social media content, executing email/text/call outreach in GoHighLevel, prospecting and qualifying leads via Apollo, scheduling appointments, and nurturing prospects across Facebook, LinkedIn, and Instagram.

EXECUTIVE VIRTUAL ASSISTANT

iFinancial (West Palm Beach, FL) | June 2023 – July 2024 (1 Year, 2 Months)

- Built and managed banker relationships by researching and scheduling appointments, improved brand visibility through social media content and marketing materials, and increased lead quality and conversions through Apollo prospecting and GoHighLevel campaigns.

LEAD GENERATION SPECIALIST

Corporate Site Company (USA) | April 2022 – May 2023 (1 Year, 2 Months)

- Generated and qualified sales leads through strategic cold calling, maintained accurate CRM records, and collaborated with sales and marketing teams to strengthen pipeline efficiency and conversion rates.

PROCESS EXECUTIVE (CUSTOMER SERVICE & SALES SUPPORT)

Cognizant Technology Solutions Philippines, Inc. | January 2020 – February 2022 (2 Years, 2 Months)

- Managed high-volume inbound and outbound calls while providing email and chat support, resolved customer inquiries, ensured satisfaction, and maintained accurate order and customer data in CRM systems.

SKILLS/AREAS OF EXPERTISE

- Project Management
- Business Analysis
- Scrum & Agile Delivery
- Sales Engineering
- Process Optimization & Utilization
- Quality Assurance (QA)
- Migration Readiness & Cutover Planning
- Structured Project Planning
- Technical & Functional Documentation
- Cross-Functional Strategy Execution
- Project Coordination
- Risk Management
- Roadmap Planning & Maintenance
- Test Management / Test Director

TECHNOLOGY

- Salesforce
- Salesforce CPQ
- Jira
- Trello
- ClickUp
- Monday.com
- Asana
- Zoho Project Suite
- Microsoft Project
- Microsoft TFS
- Azure DevOps
- GanttPro
- Zendesk
- Power BI
- Tableau
- SoapUI
- Postman
- Microsoft Office 365

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



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