



CARLOTA A.

EXECUTIVE ASSISTANT

CONTACT

Philippines

PROFICIENCY IN TOOLS

| | |
|-----------------|-----------|
| Sales force | ● ● ● ● ● |
| Power BI | ● ● ● ● ● |
| Asana | ● ● ● ● ● |
| Canva | ● ● ● ● ● |
| Google Docs | ● ● ● ● ● |
| Google Calendar | ● ● ● ● ● |
| Google Mail | ● ● ● ● ● |
| MS teams | ● ● ● ● ● |
| MS Excel | ● ● ● ● ● |
| MS Powerpoint | ● ● ● ● ● |
| Zoom | ● ● ● ● ● |
| Outlook | ● ● ● ● ● |
| Qualtrics | ● ● ● ● ● |

TASK EXPERTISE

- Strong organizational and time-management skills
- Exceptional verbal and written communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Calendaring, Data Entry, Travel Arrangements and Administrative Assistance



ABOUT ME

Exceptionally dynamic virtual executive assistant with years of experience providing remarkable administrative and management support. Proficient in multitasking and effectively prioritizing tasks to achieve the best outcomes. Knowledgeable and skilled in document management software. Results-driven Acquisitions Specialist with a track record of successful real estate transactions. Proven expertise in finding, analyzing, and negotiating investment properties. Skilled in building rapport with clients, overcoming objections, and closing deals. Proficient in lead management and CRM systems.



EXPERIENCE

- > **REMOTUAL** MAY 2023 - PRESENT
ROCKSTAR EXECUTIVE ASSISTANT
 - Assist with meeting prep, materials, and follow-ups, revise documents.
 - Handle daily admin tasks for department coordination.
 - Manage sensitive matters discreetly; meet deadlines.
 - Create concise meeting summaries with key points and decisions.
- > **IGWT INVESTMENT PROPERTIES** DEC 2021 - APR 2023
ACQUISITIONS SPECIALIST | APPOINTMENT SETTER
 - Pursue and process real estate investment properties.
 - Analyze, negotiate, and ensure smooth transactions.
 - Build rapport with prospects to close deals over the phone.
 - Manage leads and follow-ups via CRM until deals close.
 - Establish relationships with leads through cold calls to set appointments for property viewings or listings.
 - Contact potential sellers and schedule appointments for the acquisition manager.
- > **USA DISCOUNT PROPERTIES** AUG 2020 - DEC 2021
EXECUTIVE ASSISTANT | DISPOSITIONS ASSOCIATE
 - Market for new buyers and contact buyers/sellers.
 - Create and distribute marketing materials for contracted properties.
 - Coordinate with the acquisitions team for smooth transactions.
 - Handle administrative tasks from contract to closing.
 - Maintain an organized filing system for documents.
 - Manage Facebook pages and property listings.
- > **PACIFIC ESCAPES, LLC** AUG 2020 - DEC 2021
TRANSACTION COORDINATOR | SOCIAL MEDIA MANAGER
 - Create buyer contracts with DocuSign and manage files/databases.
 - Handle buyer email management and social messaging responses.
 - Follow up with buyers for title documents, earnest money, and scheduling close dates.
 - Manage contracts, complete escrow paperwork, schedule repairs/inspections, and ensure offer approvals.
 - Ensure timely document filing, arrange closing procedures, update the database, follow up with customers post-sale, and perform other administrative tasks.
- > **LAVASEATS** JAN 2019 - MAR 2021
INVENTORY MANAGER | BOX OFFICE
 - Worked in inventory and other key areas.
 - Confirmed refunds for pandemic-canceled Box Office tickets.
 - Tracked ticket availability using QuikTix Tracker and Insomniac for Chrome.
- > **BIZMATES PHILIPPINES, INC** OCT 2018 - JAN 2019
PART-TIME ESL TRAINER
 - Taught Business English to Japanese professionals.
 - Guided Japanese professionals in business communication.