

HONEYLETH CORPUZ

Address: Odiongan, Romblon, Philippines

Website: www.jobseekers.ph/honeylethcorpuz

SUMMARY

Detail-oriented Virtual Assistant with experience in real estate, property management, e-commerce, and administrative support. Skilled in CRM management, property listings, transaction coordination, customer service, data entry, scheduling, reporting, and social media management. Proficient in Lofty, Dotloop, SkySlope, OwnerRez, Airbnb, Zillow, Shopify, Etsy, and Google Workspace.

WORK EXPERIENCE

Real Estate & Property Management Virtual Assistant Up **Sept 2022- March 2026**

- Manage and update CRM systems, including client information, leads, follow-ups, and transaction statuses.
- Prepare and organize real estate documents, contracts, buyer agreements, disclosures, and other transaction paperwork.
- Schedule appointments, property showings, inspections, meetings, and client follow-ups.
- Communicate professionally with buyers, sellers, agents, lenders, title companies, inspectors, and other parties.
- Assist with property research, comparable listings, market information, and listing preparation.

E-Commerce VA, Leth's Dress Up **June 2020 - August 2022**

- Handled end-to-end customer purchase funnel – from responding to inquiries, and closing sales, to product delivery.
- Built a strong base of repeat customers through efficient customer service and on-time delivery. Efficiently process incoming orders, manage order fulfillment, and coordinate with suppliers and shipping partners to ensure timely delivery.
- Conduct regular checks to ensure accuracy in product listings, pricing, and promotional offers, maintaining high standards of quality and consistency.

Data Entry Specialist, Top Magazine **Feb 2020 - April 2021**

- Complete all specified data entry requests and tasks on schedule and to a high quality.
- Verified that information in the computer systems was up-to-date and accurate.
- Create a spreadsheet to track important information and reviews data for deficiencies and errors.

EDUCATION

Bachelor of Science in Business Administration **Aug 2019 - July 2023**

Romblon State University

- Major in Operations Management

ADDITIONAL INFORMATION

- **Technical Skills:** Real Estate CRM Management – Lofty, HubSpot, Property & STR Management – OwnerRez, Airbnb, Zillow, Transaction Management – Dotloop, SkySlope, DocuSign, E-commerce Management – Shopify, Etsy, Customer Service & Order Management, Social Media Management – Facebook, Instagram, Hootsuite.
- **Certifications:** Shopify E-commerce & Dropshipping, Executive Assistant - Online Course, Lead Generation & Email Marketing.