TEOFILO
ATIENZA JR
Professional VA

About Me

I thrive in dynamic environments and am committed to learning and growth. My strong communication and interpersonal skills make me an effective team player, and my proactive approach allows me to navigate challenges with resilience.

Education

Divine Child Jesus School
Highschool
2000 - 2004

National College of Business and Arts
Elementary

Skills

- Customer Service (Phone, Email and chat)
- Data Entry, Email Management, Lead generation
- Real Estate, Travel arrangements and bookings
- Web Research, Market Research

Experience

Real Estate: Sales / Marketing *2023 - Present*

- Lead Generation (FB posts, wholesale)
- Auction (Tracking properties, Register of Deeds, running comps, providing maximum allowable offer)
- Phone calls (Mortgage LOB, county calls for confirmed sheriff's sale)
- CRM uploads and management, A/B test, tracking data
- Graphic Design (Canva, Adobe PS)

Junket *2022 – 2023*

Senior General VA

- Team Supervisor
- Escalations
- Customer Service
- SMM (Meta Business Suite)
- Data Entry Reporting (Google Sheets)

Talently *2021 - 2022*

Lead Generation Specialist VA

- Lead Generation (LinkedIn, LinkedIn Sales Navigator)
- Data Entry (Google Sheets)

BPO Years *2007 - 2019*

- Customer Service
- Technical Support
- Senior Loyalty/Retention Agent
- B2B Support
- Back office
- Email and Chat support