

JENNEFER CAHILOG

VIRTUAL ASSISTANT

PROFESSIONAL SUMMARY

I am a professional virtual assistant specializing in telemarketing and appointment setting. With my years of experience doing cold, outbound and inbound calls, I can help you generate more profit and increase your bottom line by proactively looking for new business opportunities. I am currently taking a course in Amazon Seller VA to expand my expertise And be a better VA for clients from a wide range of market

SERVICES

- Telemarketing
- appointment setting
- e-mail handling
- Technical Recruiting

CONTACT INFO:

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Upwork Profile:<https://www.upwork.com/o/profiles/users/~01db6bc3c22c2fa4ab/>

LinkedIn:<https://www.linkedin.com/in/jennifer-cahilog/>

TRAININGS/CERTIFICATION

AMAZON SELLER VA - March 2019
course in progress; I can
provide details if requested

EMPLOYMENT BACKGROUND

VIRTUAL ASSISTANT

E-Merge Systems, Inc. | Feb 2013 - Present

- Research for new business opportunities and acquire necessary documents for the estimator's review.
- update and manage data base of leads and applicants
- coordinate recruiting team efforts
- Technical recruiting; from initial contact to organizing the tests and scheduling interviews.
- make and receive calls from applicants or contractors

TELEMARKETER/APPOINTMENT SETTER

ZoomOp | FEB 2013 - AUGUST 2015

- cold, outbound calls to leads
- collect information and set appointment as necessary
- send e-mails as necessary
- manage and update data base

TELEMARKETER/APPOINTMENT SETTER

IDI Distributors | JAN 2014- JAN 2018

- cold, outbound calls to leads
- collect information, manage and update data base
- send e-mails as necessary
- send EOD reports

TELEMARKETER/APPOINTMENT SETTER

KELLER WILLIAMS REALTY | March 2018-April 2019

- cold, outbound calls to leads
- collect information, manage and update data base
- send e-mails as necessary
- set appointment

SKILLS AND TOOLS UTILIZED

SKYPE, GOOGLE VOICE, CRAZYCALL, AIRCALL

CRM (Nutshell, Base, Aircall.io, Close.io, Mojo, Vical))

e-mail (gmail, office 365, outlook, yahooemail)

Recruiting: LinkedIn, Fitzii

others: calendar,googledocs, googlesheet, canva,basic wordpress, buffer, asana