



# AGERICA ARA MEIR C. COSICO

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Transaction Management
- Administrative Support
- Contract Management
- Real Estate
- Property Maintenance
- Order Processing
- Booking Coordination

## TOOLS

Airbnb | Guesty | VRBO  
 App file  
 Compass  
 Five 9  
 Form Simplicity  
 Google Workspace  
 Kustomer  
 Microsoft Excel and Microsoft Office  
 MLS  
 Paperless Pipeline  
 Slack  
 Zendesk  
 Zillow

## PERSONAL PROFILE

An **Executive Assistant** specializing in real estate coordination, transaction management, and administrative support. Proficient in CRM management, contract processing, and scheduling, ensuring seamless operations and optimized efficiency.

## WORK EXPERIENCE

### REAL ESTATE & HOSPITALITY VIRTUAL ASSISTANT

**Deleg8 Outsourcing | 2023 - Present**

- Manage real estate transactions, scheduling, CRM updates, and contract processing to ensure smooth operations for agents and clients.
- Handling guest communication, booking coordination, and property maintenance to maximize occupancy and customer satisfaction.
- Adept at handling personal tasks, scheduling, and administrative support to ensure smooth operations and efficient time management
- Updating contracts of the buyers or sellers. Addendums, As Is Contracts, etc.,

### CUSTOMER SUPPORT & SOCIAL MEDIA ADVOCATE

**ECE Contact Center | 2018 - 2023**

- Ensured seamless order processing and resolved customer inquiries
- Managed social media communities, handled escalations, and provided real-time customer support via live chat and email for multiple brands

### HEALTH INSURANCE COORDINATOR

**OAMPI (Open Access BPO) | 2017 - 2018**

- Enrolling companies and employees in their Health Insurance Plan
- Manages and updates employee's benefits.

## EDUCATION HISTORY

**Arellano University, Jose Rizal Campus - 2016**

- Bachelor of Business Administration Major in Financial Management
- 1st-year representative, Business Administration Organization
- Member, College Student Council