

RYNA CATHERINE ROSIMA

Virtual Assistant

I'm Ryna Catherine Rosima, I am a real estate rockstar virtual assistant, I give out my best service everyday and I specializes admin task and answering potential clients and applicants inquiries on a day to day basis.



EDUCATION

2015 - 2019
Cor Jesu College

- Bachelor of Science in Business Administration Major in Marketing Management

SKILL & ABILITIES

- Fluent in English Language
- Excellent in Microsoft Word, Excel and Powerpoint
- Customer Service
- Customer Relation
- Data Entry
- Excellent in Call Handling

EXPERIENCE

2019 - 2021
Sutherland Global Services

Consultant

- Handling customer concerns and billing concerns. Perform basic trouble shooting
- Selling wireless phone

2021 - Present
Virtually Incredible

Virtual Assistant

- Processing rental application, verifying rental history and employment, generating new lease and lease termination.
- Handling potential applicant and current tenant inquires.

CONTACT



Viber/WhatsApp/Telegram
+639302759573



rynacatherinerosima99@gmail.com



Kapatagan Digos City, Philippines