



MARIA GARCIA

Disposition Manager - Real Estate
EXECUTIVE ASSISTANT - ADMIN

I am a disposition manager of a Real Estate company based in different states in the US. We wholesale off-market properties in OHIO, MISSISSIPPI, GEORGIA, ALABAMA, ARKANSAS, and INDIANA.

CONTACT

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📍 Cebu Philipines

SKILLS

- Property Disposition (RE)
- Property Acquisition (RE)
- Cold Calling
- Appointment Setter
- Team Management
- Transaction Coordinator
- Customer Service

MEDICAL VA – SCHEDULER / APPOINTMENT SETTER

- Check RNs, RPNs, PSW, if they are available to pick up shifts for a specific date and time
- make sure that they have an updated document on file
- Call facilities to check if they are in need of medical staffing
- coordinate schedule as per their need

RELEVANT EXPERIENCE

DISPOSITION MANAGER

Augusta Home Buyers | Aug 2019- November 2023

- Managed 6 Marketing Managers.
- Sell or move Off-Market properties in 6 different states and more cities.
- Mine, build rapport, and nurture potential buyers.

REAL ESTATE TRANSACTION COORDINATOR

Keller Williams | June 2022 - December 2022

- Assist the team to review contracts and documents required by title.
- Keeping data organized. Made sure that calls and texts were assigned by agents.

EXECUTIVE ASSISTANT

- **Attend meetings with the client.**
- **Book conference room for him.**
- **Conducted interviews.**
- **Called/Booked suppliers.**
- **Managed emails and phone calls.**
- **Coordinate his travels.**



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TOOLS USED:

- MS Office
- Google Drive
- Bright HR
- GoHighLevel (CRM)
- GSuite
- Docusign
- DotLoop
- Google Calendar
- Zoom
- Loom
- Docusign
- Follow Up Boss
- Mojo
- Mojo Dialer
- ZOHO
- Monday.com
- Ring Central
- Skype
- LinkedIn
- Social Media: Facebook, LinkedIn, IG
- Canva

WORK EXPERIENCE

Customer Support/Technical Support Representative - BPO set up | 2007 - 2018

RD PAWNSHOP Appraiser | 2005-2007



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APPOINTMENT SETTER

Q AUTO (LOST TRACK OF DATE)

- I was an appointment setting for an autoloader where we book an appointment with the customer who plans to transport their cars from one US city or state. Also, I was one of the appointment setters for a public speaker based in Australia. So we cold-call prospects to attend a seminar and training within the city or state near them. I was also a cold caller for a real estate investor. We call possible sellers and check if they are motivated to sell or if they are open to entertaining offers.

TEAM MANAGER

SoCleanVan

We were running a cleaning company and he's into house flipping too. While I was working for him, I managed 7 people locally here in the Philippines and a couple of employees based in Canada. I had an experience recruiting for applicants when I was the Philippines' team manager. I was interviewing applicants may it be virtual staff to be part of the team or local laborers for the client's property renovation.

I reported directly to the client, attended meetings with him virtually. Booked conference room, conducted initial interviews with applicants, coordinated with some departments (HR, IT, etc.), called suppliers, and a lot more.