

## Contacts

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📍 City of Biñan, Philippines

## About

Experienced Chief Operating Officer (COO) with a background in bookkeeping, cold calling, and backend development training. Strong leadership skills, adept at enhancing processes and overseeing teams. Excellent communication and technical acumen. Proficient in operational management. BS in Agriculture from Central Bicol State University of Agriculture.

## Skills

- Leadership
- Team oversight
- Operational proficiency
- Strategic Planning
- Data Organization
- Transaction Categorization
- Reconciliation
- Cold Calling
- Communication Skills
- Financial Reporting

# Virgie Lagdaan

## Experience

### Izumi Properties LLC

#### Chief Operating Officer (COO) | Bookkeeper | Cold Caller | Backend Development Training

| 2022 - 2024

Led daily operations, overseeing a team of professionals. Streamlined processes, resulting in increased efficiency and cost savings. Managed budgets, resource allocation, and financial procedures. Developed and executed strategic plans aligned with organizational goals. Downloaded and organized financial data. Categorized transactions accurately. Conducted regular reconciliations and resolved discrepancies. Prepared comprehensive financial reports. Engaged in cold calling to connect with potential clients. Developed strong communication skills and built relationships. Delivered effective messages to promote products/services. Completed courses in back-end development.

## Education

### Soil Science

#### Bachelor of Science in Agriculture

Central Bicol State University of Agriculture | 2018 - 2022