




VIOLETA KIOSI


Virtual Assistant

As a dedicated and self-driven virtual assistant, I have experience with data analysis, cold calling, and a range of personal support activities. I am capable of working without constant supervision.

CONTACT ME

 +639187981559

 violetakiosi@gmail.com

 089 Purok 1, Salaza,
Palauig, Zambales

SKILLS

- Fluently speaking in English
- Basic Computer Troubleshooting
- Proficient in Google Workspace, Microsoft Teams, Microsoft Word
- Microsoft Excell Microsoft Powerpoint and Spreadsheet
- Proficient in ReadyMode, Hubstaff, Ring Central, Slack
- Locked On, RPdata and Pricfinder, Box and Dice, ID4me, Qwilr, Agentbox, VaultRE, REX, Outlook
- DAT one, Truckstop, Nexus, Highway

➤ WORK EXPERIENCE

LOGISTICS VIRTUAL ASSISTANT

FAST FREIGHT FREDDY

- Manage and update load boards such as DAT and Truckstop
- Coordinate with brokers, shippers, and drivers
- Track shipments and provide delivery updates
- Schedule pickups and deliveries
- Handle dispatching and route coordination
- Monitor driver status and hours
- Prepare and organize freight documents (Rate Confirmations, BOL, POD, invoices)
- Maintain accurate records in spreadsheets or CRM/TMS systems

February 9, 2026 - April 2026

COLD CALLER/DATA ENTRY/LEAD GENERATION

TRU-HOMES USA CORPORATION

- Calling outbound, answering incoming calls, communicating via email, cold calling, organizing and arranging real estate purchasing and selling possibilities, and managing the sales pipeline as a whole throughout the sales cycle.
- Performed lead generation, data mining, and research on properties, suburbs, and the client database.

SEPTEMBER 30, 2024 - February 2026

➤ WORK EXPERIENCE

COMMERCIAL PROPERTY GROUP

CLIENT- NATHAN GRAY

COMMERCIAL SALES ADMIN- PART TIME

- Replying to emails and setting appointments with sellers and buyers for scheduled callbacks.
- Organized the CRM by adding new lead information and updating existing data.
- Performed lead generation, data mining, and research on properties, suburbs, and the client database.

June 23, 2025- October 3, 2025




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➤ WORK EXPERIENCE

BLAC PROPERTY GROUP

CLIENT - NICK CUSICK

SALES ADMIN – PART TIME

- Replying to emails and setting appointments with sellers and buyers for scheduled callbacks.
- Organized the CRM by adding new lead information and updating existing data.
- Performed lead generation, data mining, and research on properties, suburbs, and the client database.

March, 10 2025 - July 4, 2025

REAL ESTATE REMOTE PROFESSIONAL

WINGMAN GROUP

- Admin task
- Data mining
- Data building

October 2024- December 2025

COLD CALLER

HYPR CAREERS

- Follow and become proficient with lead generation and nurture scripts that are used to present the team's value proposition and address concerns.
- Calling outbound, answering incoming calls, communicating via email, cold calling, organizing and arranging real estate purchasing and selling possibilities, and managing the sales pipeline as a whole throughout the sales cycle.

May 2022 - August 2024



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➤ WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE SITEL PHILIPPINES INC.

- Serves customers by providing product and service information and resolving product and service problems.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.

March 2018 - April 2022

QUALITY CONTROL SPECIALIST

TEXAS INSTRUMENTS PHILIPPINES INCORPORATED

- Conducting thorough market research, which may include taking surveys, doing desktop research, sending emails and making calls, and even attending product launches of rival companies. Answering all product-related questions in a polite manner and addressing queries promptly.

May 2006 - January 2013

➤ HOBBIES

- Singing
- Playing piano keyboard
- Baking