

# JOHN MAICO SABONG

SMM | EA | GENERAL ADMIN | TC



## CONTACT

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## SKILLS

- Effective Communication
- Effective Listener
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Digital Marketing

## LANGUAGES

- English
- Filipino



## PROFILE

John Maico Sabong is a dedicated Virtual Assistant specializing in the real estate industry. Known for his reliability and commitment to excellence, JM supports clients with day-to-day operations, communications, and administrative tasks that help drive business success. With a passion for continuous growth, he is consistently striving to improve his skills and deliver high-quality service in a fast-paced, ever-changing market.



## WORK EXPERIENCE

### Virtual Assistant

2022-2025

### SMM | EA | General Admin | TC

- Help Client Handle their CRMs ( Brivity and KW command) and MLS.
  - Add contacts
  - Task Management
  - Pipeline Management
  - Uploading Documents
  - Edit Listing Information
  - Gather MLS Sheets
  - Laricy Check
- Gather Tax Information. (Realist)
- Website Development. (WordPress)
- Video and Photo Editing. (Canva)
- Email Management.
- Calendar Management
  - Appointments
  - Team Meetings
  - Transaction Dates (From Initial Appointment to Closing)
- Note taking - My Client as a MAPS Coach, I take Notes to Send Recap to Coach and Coaching Clients.
- Appointment Confirmation. (Text | Email | Call)
- Social Media Management. (Meta Business Suite | YT | TT)
- Prepare Listing and Buyers Documents on DocuSign.
- Prepare Listing and Buyer Packets For Initial Appointments.
- Create Social Media Contents and Flyers.
- Retention Management
  - Disputing Negative reviews in various websites.
- Gather Property information. (Remine)
- Handle Timestamp for employees, send out snips of their pay-slip via email. (Paycom)
- Attend to Trainings and Modules. (Paycom)
- Giftings - Send out gifts to Customers via Amazon and Handwrytten
- Google Suite (Docs | Sheets | Forms | Drive | Slides | Chat)
- Microsoft Apps (Outlook | Word | Excel | PowerPoint | Teams)
- Expenses
  - Gather Invoice from different Vendors.
  - Track and Calculate in Google Sheet.
  - Submit Expense Report in Concur for Reimbursement.

## SAMPLE WORKS



### Business Process Outsourcing

2015 - 2022

IHG | TP | SITEL | CONVERGYS

Reservations Sales Specialist | Real Time Monitoring Specialist | Advance Technical Support | Lead Track Trainee | Specialist Supervisor

- Troubleshooting.
- Clarifying with customers either via inbound call or chat what the issue is so the tasks can be delegated to the proper vendor/s.
- Handle calls and help customer book hotel rooms.
- Offering possible options based on their budget and needs.
- Monitoring Order takers call handling quality.
- Handling buyer and seller Listings.
- Assist customers with billing and selling channels.
- Processing customer online orders for apparels, anti viruses, and DVD rentals.

### PART TIME

2017 - 2020

SYNCHRONIC SYSTEMS | AEON

Lead Generation Specialist | Recruitment Specialist

- Generate Leads for Insurances and Cargo Shipments
- Database management.
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations.
- Facilitate the offer process by extending the offer and negotiating employment terms with candidates who are deemed fit to be SALES ASSOCIATES and LEAD GENERATION SPECIALISTS



## EDUCATION

Bachelor of Science in Architecture

2014 - 2015

University of Baguio

Roxas National High School

2009 - 2014

San Vicente Elementary School

2003 - 2009

## TRAININGS AND SEMINARS

English Enhancement training (EPP)

KW Command Training (Modules 1 to 4)