**Dave Kirby Cavalida**

**Email Address**: kirbyaturservice@gmail.com

**Skype Name**: live:kirbyaturservice

**Mobile Number**: +63-936-693-4087

**OBJECTIVE:**

Seeking a position as a Virtual Assistant where extensive experience will be further developed and utilized.

**CAREER PROFILE:**

-Detail-oriented, efficient and organized professional with extensive experience in the Callcenter Industry and Virtual Assistant.

-Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

-Excellent written and verbal communication skills.

-Highly trustworthy, discreet and ethical.

-Resourceful in the completion of projects, effective at multi-tasking.

**EDUCATION:**

**TERTIARY**

University of San Jose – Recoletos

USJ-R Cebu

Bachelor of Science in Commerce Major in Business Administration

Cebu City, Philippines

Year Graduated Summer 2004

**SECONDARY**

Saint Paul University of Dumaguete City

Dumaguete City, Negros Oriental, Philippines

Year Graduated 1998

**PRIMARY**

Saint Paul University of Dumaguete City

Dumaguete City, Negros Oriental, Philippines

Year Graduated 1994

**EMPLOYMENT HISTORY:**

**GLOBAL OFFICE WORKS**

Dumaguete City, Negros Oriental, Philippines

Real Estate Virtual Assistant

December 2016 – January 2020

 **CLIENTS:**

 1. Fasil Khan

Keller Williams Realtor/Investor

NJ/Greater New York City Area

Calling EXPIRED LEADS

CRM-eEdge

ZOHO CRM

Grasshoper Dialer

2. Cesar Espinoza

Houston Texas

CRM Vortex/Lexis Nexis

MOJO Dialer

https://www.youtube.com/watch?v=iOB3wRg4WK4

Calling ABSENTEE /EXPIRED

3. Jesus Ramos

Remax Hawaii

Realtor/Property Manager

CRM Appfolio

Line2 Dialer

Calling EXPIRED

**SPI GLOBAL**

Dumaguete City, Negros Oriental, Philippines

Technical Support Representative

October 2012 – July 2014

**CONVERGYS**

Cebu City, Philippines

Customer Service Representative

February 2007 – August 2009

**TELEPERFORMANCE**

Pasig City, Philippines

Customer Service Representative

October 2004 – November 2006

**REFERENCES:**

Will be provided upon request.