**JEHMIL E. ALGHAMEDI**

071 Pulo, Indang, Cavite 4112

Phone #: 09496992789 Email: [jehmil\_alghamedi@yahoo.com](mailto:jehmil_alghamedi@yahoo.com)

Skype: M0D.Jehmil.Alghamedi

**OBJECTIVE**

To make use of my interpersonal skills to achieve the goals and exceed client’s expectation. To secure a challenging position and responsible career opportunity in a reputable organization wherein I can fully utilize the skills I have acquired, to expand my knowledge while making a significant contribution to the success of the company.

**EDUCATION**

2004-2005 *Nursing Assistant* – Career Development Institute

1998-2000 *Computer System Designs and Programming* – AMA Telecommunication

1993-1997 Roosevelt Memorial High School

1987-1993 Pura V. Kalaw Elementary School

**WORK EXPERIENCE**

**Inside Sales Associate/Virtual Assistant-The Perna Team**

December 2019-May 2021

* Appointment setting
* Calling buyers and sellers lead
* Maximizing tools like Firepoint, Mojo, Homelight

**Inside Sales Associate/Virtual Assistant/Loan Coordinator – Scott Forte Assurance Financial**

February 2018- May 2019 (Project Based)

* Synchronized client’s calendar
* Appointment setting
* Documentation and client presentation
* Lead management Sms chat moderator

**ISA/Virtual Assistant – Mike Wetherbee Properties**

November 2018- January 2019 (Project Based)

* Calling all qualified leads to conduct screening questions
* Appointment setting
* Maximizing tools like Mojo, FUP Boss, Scheduleonce and google sheet
* Documentation and client presentation
* Comparables

**ISA/Virtual Assistant- Long and Foster Real Estate (Peter Ferguson)**

February 2018- June 2018 (Project Based)

* Real estate prospector
* Calling sellers and buyers
* Conducts screening for FSBO/Expireds/Withdrawn/Cancelled
* Maximizing tools like Mojo, Top producer, Skype and Google voice
* Appointment setting

**ISA/Virtual Assistant- Wisecat Realtors (Miami)**

September 2016- August 2018 (Project Based)

* Real estate marketing specialist
* Administrative work
* Sms chat moderator.
* Schedule appointments
* Customer care specialist
* Conducts screenings for FSBO/Expireds/Withdrawn/Cancelled
* Maximizing tools such as Zurple, Icloud numbers and google docs
* Conducts screenings for buyers and sellers
* Blogging

**Isa/Virtual Assistant- My Home Group (Mark Deacon)**

May 2013-December 2016 (Project Based)

* Monitor all leads that have recently visited the site and try to contact and provide market background based on their area
* Calling buyers, sellers, FSBO, Expireds, Circle Prospecting, Home value evaluation leads through phone, sending text messages or email
* Information gathering from various leads regarding the property they are looking for or trying to sell
* Setting up an appointment and presentation
* Maximizing tools such as Redx, Cinc and skype

**ISA/Virtual Assistant- Hill Harbor Group (Guy Glennon)**

* Calling through phone or sending text or email leads such as Expired/Cancelled/FSBO/Home value and Circle prospecting for Keller Williams
* Verify all contact information is correct and know their level of motivation
* Verify they are not committed to another agent

**Loan Coordinator- Franklin First Financial (New York)**

* Calling buyer leads through phone, sending text message or email
* Providing information on how to get pre-approved
* Sending required documents for mortgage approval
* Maximizing tools like Bog Purple Dot/Spreadsheet/Google voice

**ISA/Virtual Assistant- Gina Sharma Team (Keller Williams GA)**

* Calling Expireds/FSBO/Buyer/Seller
* Circle prospecting/ Neighborhood farming
* Using tools such as Prime seller leads/ Top producer/Mojo/RC

**Leads Specialist/Virtual Assistant- The Stasek Group**

* Calling through phone, sending text or email leads such as Expireds/Cancelled/FSBO/Home value and Circle prospecting for Keller Williams
* Verify all contact information is correct and know their level of motivation
* Verify they are not committed to another agent
* Monitor all leads that have recently visited the site and try to contact and provide market background based on their area
* Information gathering from various leads regarding the property they’re looking for or trying to sell
* Setting up an appointment and presentation
* Expert in different CRM’s like Lead platform, Vulcan 7/Leadstoday/Zbuyer trulia and Zillow

**Senior Sales Executive, Product Specialist, Mentor- Acquire Asia Pacific M2 Group**

January 2011-February 2015

* Lead by example, mentor and floorwalker to provide assistance to agents and team leads making sure customers met their expectations
* Providing results to hit sales target in a weekly/monthly basis
* Focuses on managing a product throughout its life cycle
* Work on the technical development and identify business opportunities for the products
* Establish marketing and promotional strategies and maintain awareness on competing the products

**Customer Service Specialist/Sales Executive- Orchid Cybertech Services Inc. (TPG Pty. Ltd.)**

January 2008-December 2010

* Providing product description in a perky and courteous way to close the deal
* Having excellent communication, client relationship management, clear and articulate with providing results
* Marketing sales skills that partner with Portfolio Managers and act as the link between investment teams and account managers
* Creativity and constant improvement led by setting a good example and straight forward to hit the target

**Customer Service Officer- Client Logic Philippines (Affinion Group)**

November 2006-December 2008

* Sales processing and redemption
* Escalation, registration and renewals
* Documentation
* Certification and eligibility
* Customer service and complaint handling