

Rizalyn Pablo

Real Estate Transaction Coordinator & Cold Caller (Outbound Sales)

A dedicated and results-driven professional with a strong background in real estate virtual assistance and outbound sales calls. With a degree in Communication, I bring excellent interpersonal and communication skills to build strong relationships with clients and prospects. Experienced in handling real estate transaction coordination, lead generation, cold-calling, and supporting clients through the buying and selling process. I am passionate about leveraging my skills to provide exceptional service and contribute to the growth and success of the real estate industry. Currently seeking a position where I can apply my experience and education to drive business results and enhance customer experiences in real estate.

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☎ 0915-369-3632

📍 Tarlac, Philippines

WORK EXPERIENCE

Real Estate Transaction Coordinator (VA) Aqua Real Estate (REMOTE)

10/2022 - Present

Bellevue, WA

Duties/Tasks

- Broker Support includes handling client inquiries, processing paperwork, coordinating transactions, and ensuring compliance with regulations. Maintaining efficient communication between brokers, clients, and various stakeholders, contributing to the overall smooth operation of brokerage activities.
- Handling company websites through Wordpress and SEO
- Database Entry and marketing creation includes data entry tasks, maintaining records, and ensuring data integrity.
- Create and design marketing materials such as flyers, brochures, signage, and other promotional items relevant to real estate marketing.
- Collaborate with real estate agents to understand property details and effectively convey them through marketing materials. - Utilize graphic design software and tools to produce visually appealing and professional marketing materials for print and digital platforms.

Real Estate Cold Caller (Outbound Calls) Aqua Real Estate (Remote)

01/2025 - Present

Bellevue, WA

Tasks

- Conducted outbound calls to potential property sellers and buyers, adhering to scripts and personalized sales pitches.
- Identified and qualified leads by asking probing questions about potential property sales or purchases.
- Presented property services, including listing, buying, and market analysis, to generate interest.
- Scheduled appointments for in-person meetings or virtual consultations with agents for further property discussions.
- Maintained accurate and detailed records of prospect information, call outcomes, and follow-up actions in CRM systems.
- Followed up with leads to nurture relationships, providing consistent touchpoints and value propositions.
- Utilized market data and trends to offer tailored insights and recommendations to prospects. Addressed objections and provided solutions, ensuring a positive customer experience throughout the sales process. Worked closely with the sales team to ensure smooth transition of qualified leads for property showings or additional consultation.

EDUCATION

BACHELOR OF ARTS IN COMMUNICATION Tarlac State University

08/2019 - 07/2023

SKILLS

Organization

Communication

Negotiation

Detail-Oriented

Multitasking

Scheduling

Time management

Critical thinking

Coordination

Client-Relations

Social Media Management

Lead Generation

Problem-Solving

Active Listening

Persuasion

CRM

KNOWN WEBSITE/ TECHNOLOGIES

Slack

Jotform

Microsoft

Pipedrive (CRM)

Multiple Listing Service (MLS)

Google Suites

Batch leads

Mojo Dialer

Batch Dialer

Transaction Desk

Adobe Creative Cloud

WordPress

ZOHO Mail

ACHIEVEMENTS

Best in Integrated Marketing Communication Plan
(01/2021 - 07/2023)

6x Dean's Lister - Tarlac State University (08/2019 - 05/2023)