

# Natalia Perez

## Contact Info:

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**LinkedIn**

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## Top Skills:

- Virtual & Sales Agent
- Data Entry
- Customer Satisfaction
- Attention to Detail
- Interpersonal Skills
- Human Resources
- Telemarketing
- Real Estate
- Construction Firm
- Admin Assistant
- Bilingual ENG-SPA

## Summary

Driven and resourceful professional with 10+ years of experience supporting work of high-achieving Sales and Clerical projects. Track record supporting professional needs with well-organized precision. Sophisticated and graceful in managing high-volume workloads in rapidly changing environments.

## Experience

Design Build Architects

**Remote Virtual Assistant – Veteran Construction Firm**

January 2023 to January 2025

Massachusetts, United States – Remote

DBBCO, a veteran-run construction firm, handles budgeting, design, permitting, and construction for residential and commercial projects. As an Admin Assistant, I've managed payroll, client billing, and HR tasks, coordinated schedules, organized meetings, and handled various clerical duties. I've also acquired construction permits, audits, and certifications. I am proficient in the Materio app, Monday.com/CRM, QuickBooks (Intuit), ADP, and OnToP e-Wallet.

Mamitas Capital LLC

**VA - SBA Loans Underwriting Dept**

January 2022 (1 year)

Nueva York, United States – Remote

Fintech-Virtual Assistant and Sales Agent. Assisted small businesses in applying for SBA (The Small Business Administration) loans. The word "fintech" is simply a combination of the words "financial" and "technology". It describes the use of technology to deliver financial services and products to consumers. This could be in the areas of banking, insurance, investing – anything that relates to finance.

Pioneer Properties, Inc.

**Executive Sales Specialist**

July 2019 - December 2021 (2 years 6 months)

Colorado, United States – Remote

Assisted homeowners who wanted to book their residences with Traveling Nurses and Doctors. Also collaborated in business-to-business negotiations gathering the participation of important Hotel Chains to sign in on our Short-term rentals' directory.

Dayo Realty Group

**Sales Admin Assistant**

January 2019 - July 2019 (7 months)

Arizona, United States – Remote

SHAD USA Co.

**Virtual Assistant**

January 2013 - November 2014 (1 year 11 months)

Florida, United States – Remote

Responsible for attending Front Desk, all kinds of clerical tasks, billing, and Sales System (QuickBooks)

AT&T Mobile and Home Services

**Sales, Customer Service Agent & Jr Trainer**

January 2005 - December 2012 (8 years)

United States – Hybrid

Mentored new hires, resulting in stronger staff development and increased productivity. Also, performed continuous evaluations of content and plans in order to enhance delivery and improve effectiveness in those new agents.

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## Education

EAN University

Modern Languages with Business Administration BA  
(January 2005 - December 2010)