

RESULTS IN ACTION

My Work as a Real Estate Virtual Assistant



By:
Alvie Palmero
Real Estate Virtual Assistant



I help busy real estate professionals reclaim their time, attract more qualified leads, and scale their business through streamlined operations, engaging marketing, and automated systems. With over four years of experience supporting US and Canadian agents, brokers, and investors, I understand both the business and the human side of real estate.

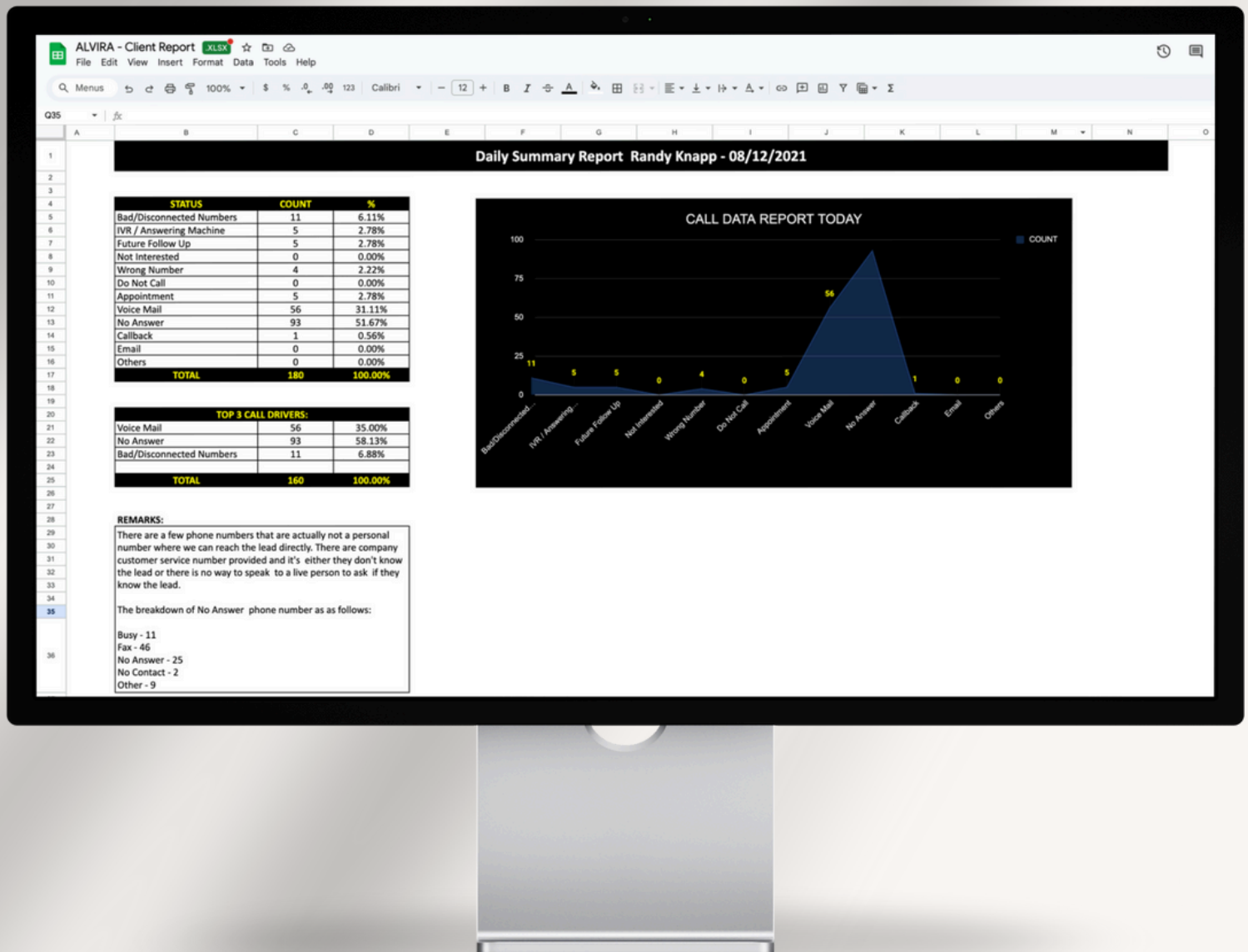




MY WORKS



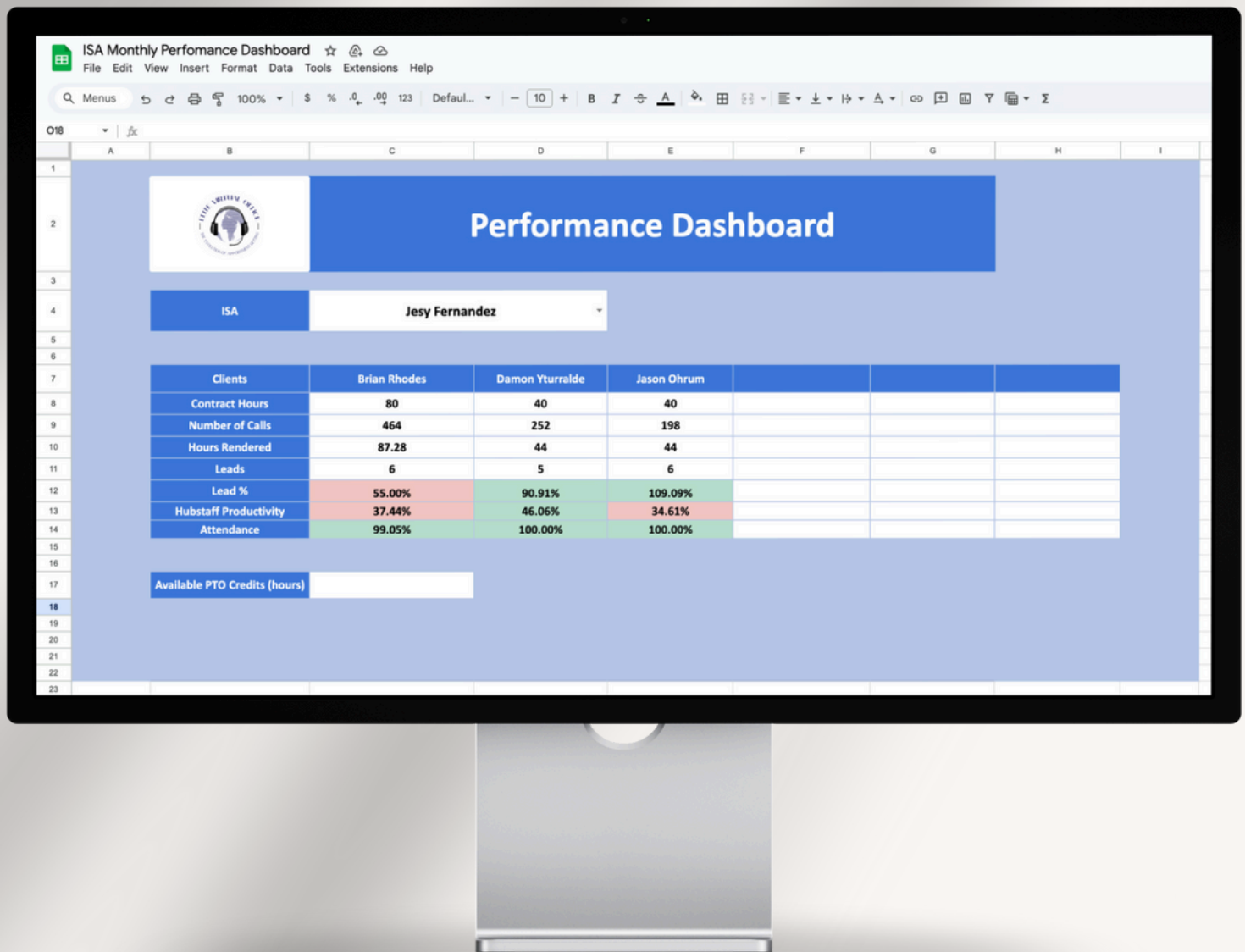
Reporting



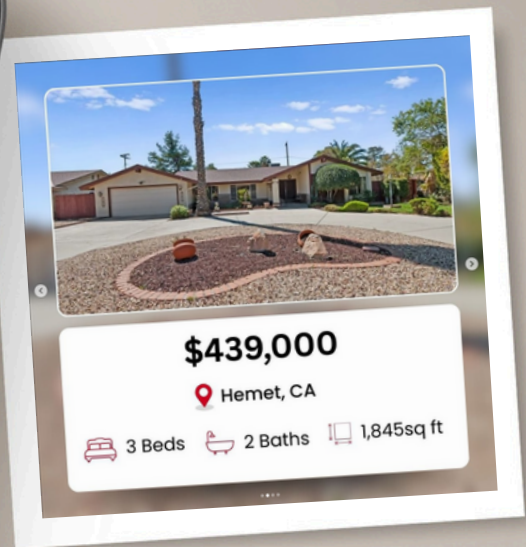
Reporting

ALVIRA - Client Report .xlsx											
File Edit View Insert Format Data Tools Help											
Q Menu 100% \$ % .0 .00 123 Default... 10 B I A											
N31	A	B	C	D	E	F	G	H	I	J	K
2	DATE	NO. OF LEADS WORKED	CALLS DIALED	%	NO. OF CONTACT	%	NO. OF VOICEMAILS	%	BAD NUMBERS	%	NO. OF HOURS WORKED
3	LEADS	PHONE NUMBERS DIALED		LIVE PERSON		LEFT VOICEMAILS		INCORRECT / NOT INSERVICE			
4	9/7/2021	82	250	305%	33	13%	112	45%	57	23%	7.5
5	9/8/2021	70	227	324%	25	11%	94	41%	70	31%	7.5
6	9/9/2021	70	226	323%	29	13%	92	41%	69	31%	7.5
7	9/10/2021	50	181	362%	19	10%	83	46%	46	25%	6
8	9/13/2021	75	243	324%	38	16%	89	37%	104	43%	7.5
9	9/14/2021	52	157	302%	18	11%	61	39%	46	29%	5.3
10	9/15/2021	78	182	233%	12	7%	89	49%	15	8%	7
11	9/16/2021	87	196	225%	9	5%	113	58%	13	7%	7.5
12	9/17/2021	73	217	249%	12	6%	95	44%	41	19%	7.5
13	9/20/2021	72	232	322%	23	10%	95	41%	55	24%	7.5
14	9/21/2021	71	197	277%	14	7%	71	36%	45	23%	5.75
15	9/22/2021	73	181	248%	12	7%	97	54%	12	7%	7.5
16	9/23/2021	86	242	281%	17	7%	105	43%	30	12%	7.5
17	9/24/2021	69	206	299%	13	6%	88	43%	30	15%	6.5
18	9/27/2021	68	213	313%	11	5%	92	43%	32	15%	5.75
19	9/28/2021	53	140	264%	15	11%	36	26%	32	23%	5
20	9/29/2021	76	210	276%	11	5%	77	37%	30	14%	7.5
21	9/30/2021	74	177	239%	17	10%	55	31%	41	23%	7.5
22	10/1/2021	87	220	253%	20	9%	98	45%	7	3%	7.5
23	10/5/2021	63	157	249%	20	13%	67	43%	13	8%	7.5
24	10/6/2021	49	133	271%	9	7%	67	50%	8	6%	5.5
25	10/7/2021	72	188	261%	25	13%	70	37%	16	9%	7.5
26	10/8/2021	51	188	369%	24	13%	78	41%	6	3%	5.5
27	10/11/2021	53	125	236%	14	11%	55	44%	4	3%	3.75
28	10/12/2021	18	36	200%	6	17%	16	44%	4	11%	3.75

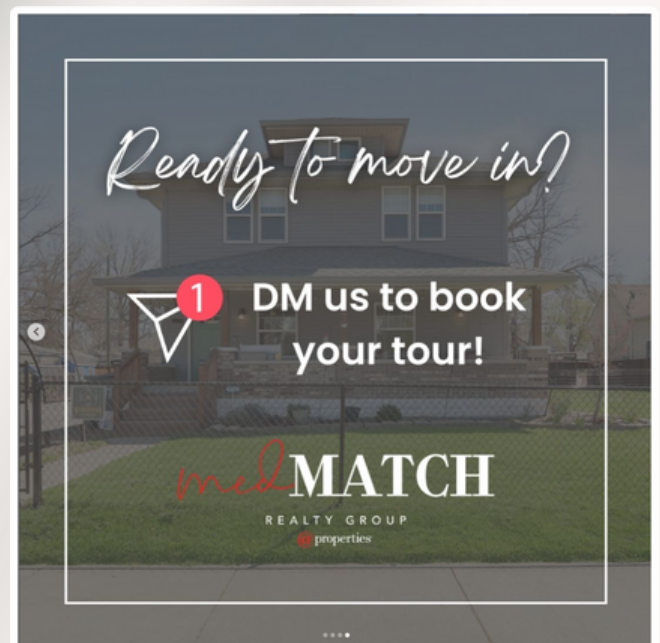
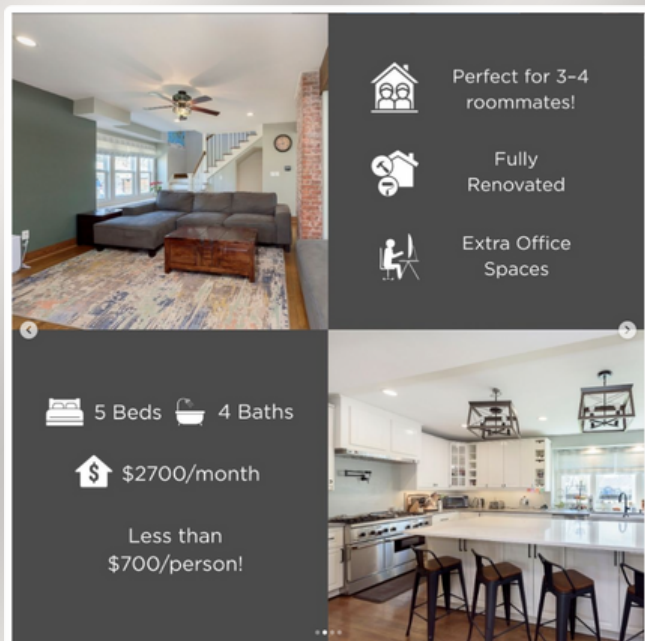
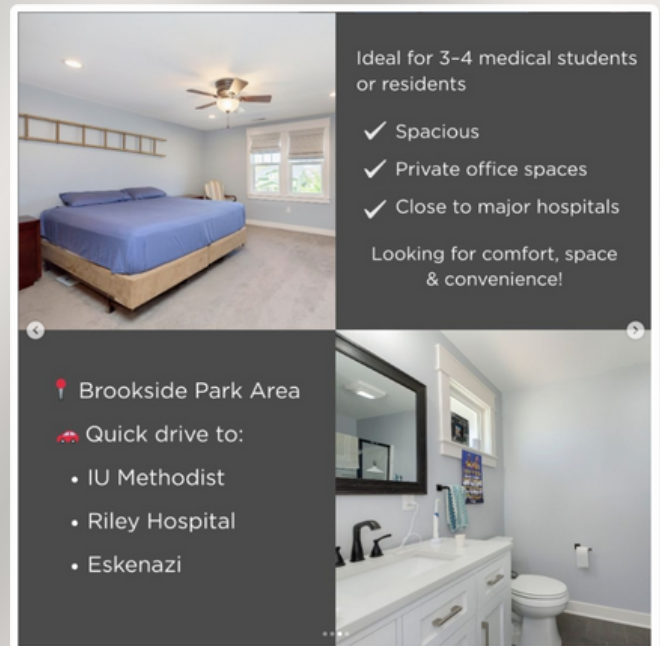
Reporting



Just Listed



For Rent



Client Reviews



Client Review



★★★★★

The Gutierrez team was amazing! Brenda was super helpful, answered all my calls, questions & assisted me with letters. Aurora & Hector were very friendly and walked me through the process of buying my first home. Huge thank you to this team. I highly recommend them to anyone who is planning on purchasing a home!

- *Angela Valdez*

KW THE LAKES
KIDDERHEAD LIVING READY

gutierrezteam.kw.com



**Client
TESTIMONIALS**

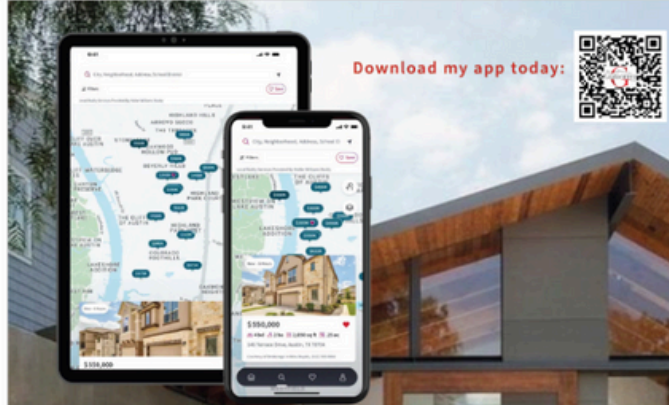
★★★★★

Angelica was great to work with! She was able to facilitate us looking at houses while moving from out of state and has been available even after closing with tips and suggestions for our new home. Would highly recommend her!

Dr. Clare P, MD

MED
MATCH

Real Estate Flyers



Download my app today:

Less House Hunting, More House Finding!

Discover your next home from the comfort of your phone.

If it's time for you to five back into the real estate market, the KW App has everything you need. View real-time pricing data, insights from local residents, and receive expert guidance every step along the buying or selling process.

Available on the **App Store** | **Android App on Google Play**

Hector & Aurora Gutierrez
GutierrezTeam.kw.com
951-956-0921 | HectorGutierrez1@gmail.com
951-294-2867 | AuroraGutierrez1@gmail.com

kw THE LAKES
KELLERWILLIAMS, REALTY

Why Rent When You Can Buy?

Low Cash Required – Homeownership is Closer Than You Think!

- 60% of buyers finance their purchase with 6% or less down payment.
- Various loan options can offer lower monthly payments than renting.
- First-time buyer programs may be available to help with down payments and closing costs.

Look at How Much You're Spending on Rent...

Year	Monthly Rent	Total Annual Rent
1	\$1,800	\$21,600
2	\$2,160	\$25,920
3	\$2,465	\$29,580
4	\$2,603	\$31,236
5	\$2,825	\$33,900

Total Rent Paid in 5 Years: \$142,236
Total Rent Paid in 10 Years: \$295,850

Instead of spending hundreds of thousands on rent, **start building equity and wealth with homeownership!**

Did you know? Monthly mortgage payments on a \$500,000 home can be as low as \$2,800/month, depending on your loan program – that's close to what you're paying in rent!

Call Us Today for a Free Consultation!

Hector Gutierrez
951-956-0921
Realtor® DRE #01995858
HectorGutierrez1@gmail.com

Aurora Gutierrez
951-294-2867
Realtor® DRE #02103895
AuroraGutierrez1@gmail.com

kw THE LAKES
KELLERWILLIAMS, REALTY

We are here for you

We are still selling real estate (responsibly), it just looks a little different. During this time of uncertainty we are here to support your real estate needs, lend an ear should you have questions about the market, and even provide non-real estate resources to help you during this challenging time.

Together, we will get through this!

ANSWERS TO YOUR MOST PRESSING REAL ESTATE QUESTIONS

CAN I BUY A HOME?
Yes! Most of the real estate transaction can be done digitally for your safety and convenience.

HOW DO I LOOK AT HOMES?
We offer virtual showings and open houses! In-person showings are regulated by current state and local government mandates.

CAN I SELL A HOME?
Yes! Real Estate has been deemed an essential service, with most transactions able to be done digitally.

HOW WILL BUYERS SEE MY HOME?
We have a comprehensive digital marketing plan to get your home sold, that includes virtual open houses!

CAN I STILL GET A LOAN?
Yes, lenders, like real estate agents, offer essential services, with the entire lending process being digital!

WHAT ABOUT CONTRACTS & OFFERS?
Whether you are a buyer or seller, we will sign and send contracts digitally.

WHAT ABOUT APPRAISALS & INSPECTIONS?
Appraisals and inspections are still happening within social distancing guidelines.

WHAT ABOUT TITLE & CLOSING?
Title professionals are operating digitally and providing digital closings!

Call today... WE ARE HERE TO HELP!

Download Our App!
<https://kw.com/download>

kw THE LAKES
KELLERWILLIAMS, REALTY

HECTOR GUTIERREZ
Listing Specialist
DRE Lic# 01995858
(951)-956-0921
HectorGutierrez1@gmail.com

AURORA GUTIERREZ
Buyers Specialist
DRE Lic# 02103895
(951)-294-2867
AuroraGutierrez1@gmail.com

Curious of your HOME VALUE in Today's Market?

As your local real estate experts and neighbors, we are more than familiar with the current market, conditions, homes and community.

If you, or someone you know is considering selling, buying or relocating, have questions or don't know where to start. **WE ARE READY TO HELP!**

As your neighborhood REALTORS, YOU deserve THE BEST!

HECTOR GUTIERREZ
951-956-0921
Realtor® LIC # 01995858
HectorGutierrez1@gmail.com

kw THE LAKES
KELLERWILLIAMS, REALTY

Each Office is Independently Owned and Operated

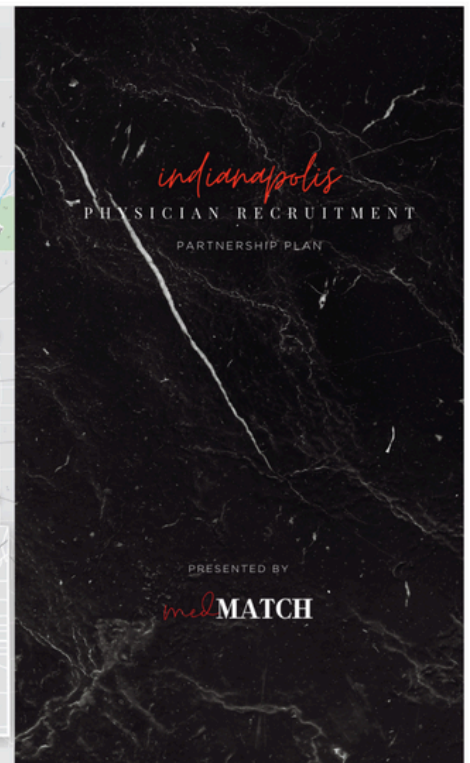
Real Estate Brochures

Gratitude

It is with an enormous amount of appreciation for all that you are that we deliver this proposal in hopes that it brings value to you and that we have the opportunity to support you in becoming an invaluable resource for recruiting and retaining top talent in Indy.

About medMATCH

MedMatch Realty Group is an intentionally assembled team of real estate personnel whose unique backgrounds create synergy in serving Medical and Healthcare Professionals. Formed in 2019, MedMatch was created to fill a void that existed in Central Indiana's real estate industry for a knowledgeable, talented, and diverse team dedicated to serving this population. The level of specialized focus gives us an edge in understanding needs and potential obstacles, and allows us to keep our finger constantly on the proverbial pulse of the changes in the market that are most relevant to Physicians. An understanding of the necessary perspective, along with access to special programs, creative negotiation strategies, and white glove service have made us Central Indiana's most trusted real estate team for Medical & Healthcare Professionals. In this role, we aim to support, facilitate, and drive forward growth of a talented and diverse Medical workforce in central Indiana through real estate related services, community building, relevant advocacy work, and reimagined wellness initiatives. Our VISION is a state transformed and renewed by Medical Providers who feel well cared for, affording them the capacity to care well for our neighbors and communities.



REINVENTING THE Recruiter/Realtor RELATIONSHIP

What has your Realtor partner done for you lately? We proudly distinguish ourselves through our unwavering commitment to physician recruitment, relocation, and retention. The idea of Realtors partnering with recruiters is not new. Many groups have established themselves as resources in the physician recruitment space. Our passion for this population is unmatched as evidenced by our commitment as a company to working solely with this group. We are deeply invested in the long-term success of every physician we work with, from recruitment to retention to promotion.



We Aren't a Jack of all Trades, we work with Physicians Specifically

Our team was founded on the mission of fostering the growth of the medical workforce in central Indiana. Our Team is comprised of Physician Relocation Specialists, Real Estate professionals who have made the commitment to dedicate their practice of real estate to Medical Professionals. This enables us to delve more deeply into the nuances that come with Physician Relocation than a generalist could.



We pour back into your efforts in a REAL way (Not just Community tours)

Based on our experience in the space and working with recruiters, we know that additional resources for visits and candidate experience can make a huge difference. We utilize the capital that comes into our company via recruiter referrals to pour back into that recruiter's efforts. A percentage of any referred business from recruiters or their teams are placed in a "bank" that is then utilized to support their recruitment and retention efforts moving forward. This capital ALREADY exists. Each time you refer a candidate to a Realtor and that candidate utilizes that Realtor's services, that Realtor is getting paid. How are they recycling that back into your efforts and back into this community?



We take Retention efforts off of your plate

In addition to support of your efforts, we also keep all referrals in a database where they will have exclusive access to events (at least quarterly) such as Pacers and Fever Games Suites, private dining experiences, etc. At each event, it will be reaffirmed that they have access to these exclusive experiences based on you being their recruiting specialist. We also ensure that each event has an element that helps them feel a connection to the city and a sense of community amongst peers.

WHAT IS A

Physician Relocation Specialist?

- A Real Estate Professional who has committed to specializing in assisting physicians with their relocation needs (about 90% of our clients are Physicians)
- They have acquired additional education, certifications, and/or experience in working with physicians to save them time, energy, and money
- They stay up to date on the most relevant research about physician wealth building, physician wellness/burnout prevention, and the benefits available to physicians who desire to buy real estate
- YOUR best interest is ALWAYS their number one priority



500+ Physician Real Estate CE Hours

400+ Physicians Relocated

Past & Present

MedMatch has been committed to working with and supporting Physicians since 2019. While we may not be the longest standing team, we would challenge you to find a team that has built more trust within this community. Not only do we assist with real estate, we have a vested interest in the well-being of Medical students and Physicians in Indiana.

We support local medical conferences, physician specific affinity groups, community building events, and provide educational sessions/ resources within our areas of expertise at no costs to both medical schools in the area and to several programs and departments throughout the state. We have conducted second look tours, recruiting visits, curated community tours, relocation needs analyses, and much more on behalf of departments and recruiter partners.

Our ties to the medical community and our continued service to the community has made MedMatch a trusted name amongst medical students, trainees, and program and department leadership throughout central Indiana.

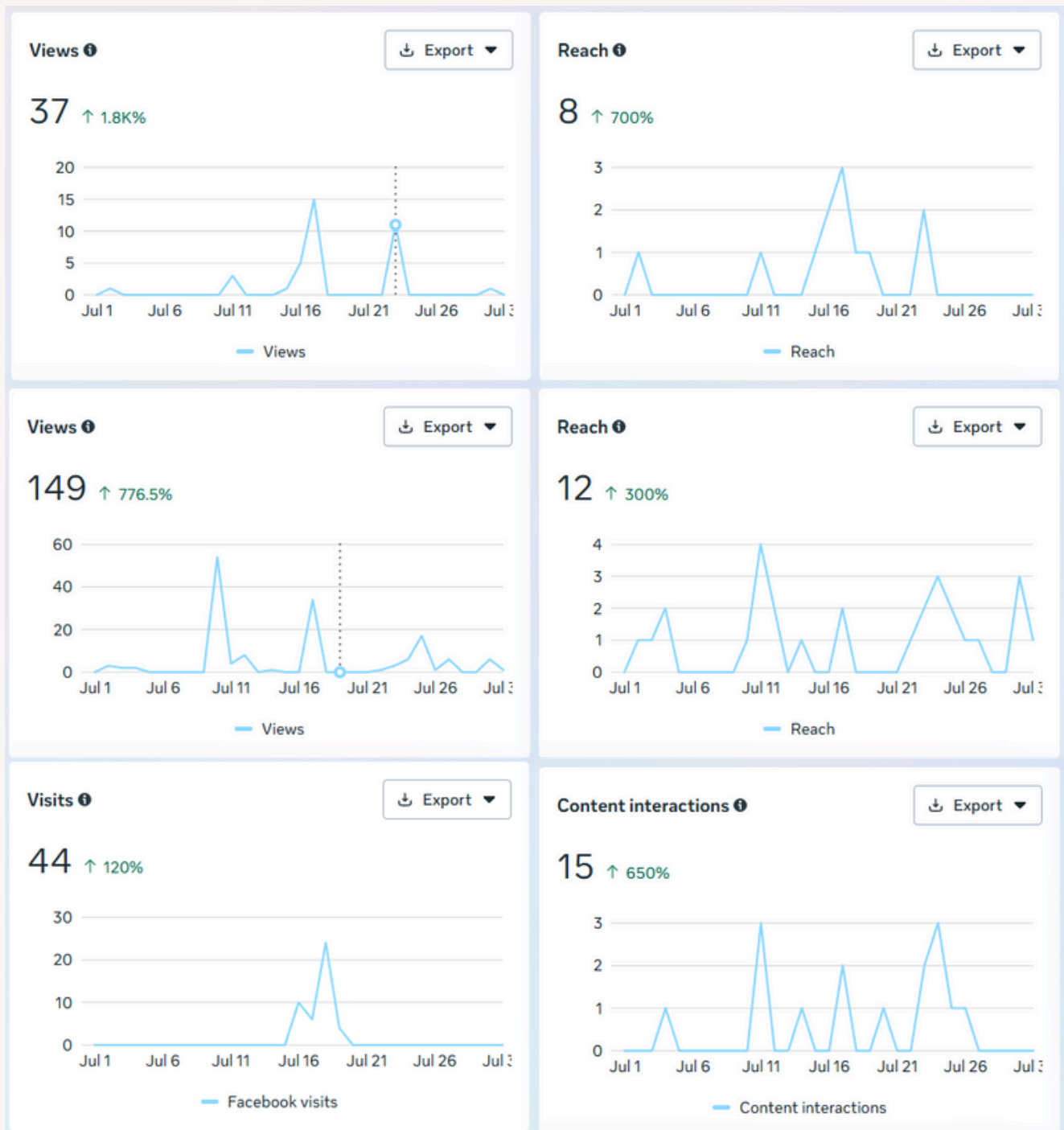
What's Next...

As we continue to expand our reach and to create even greater impact in fostering the growth of a thriving and talented medical workforce here in central Indiana, we intend to expand efforts to form additional partnerships with physician recruiters. We know that a well-cared for and happy physician is the BEST recruiting tool you could have. Our main focus is on supporting our partners in recruitment efforts through traditional means such as curated community tours, while simultaneously bolstering retention efforts with no additional time or capital resources from our recruiter partners.

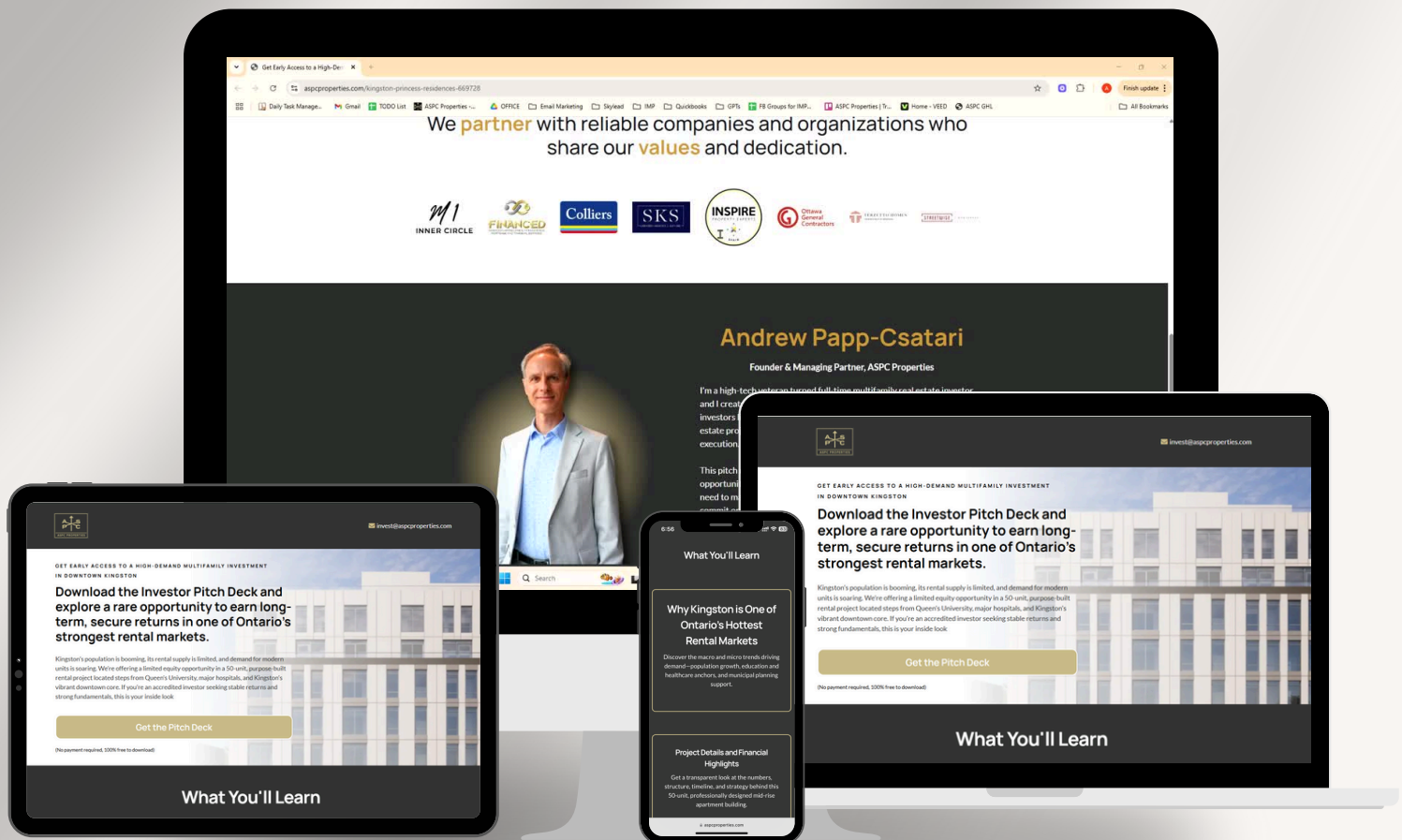
Each physician you refer becomes a member of the "MedMatch community" designed to help them grow a sense of attachment and connection with the city and their colleagues at all levels of the profession. As they grow that connection, they have the understanding that the care and forethought of their recruiting team has allowed them access to this community.

medMATCH

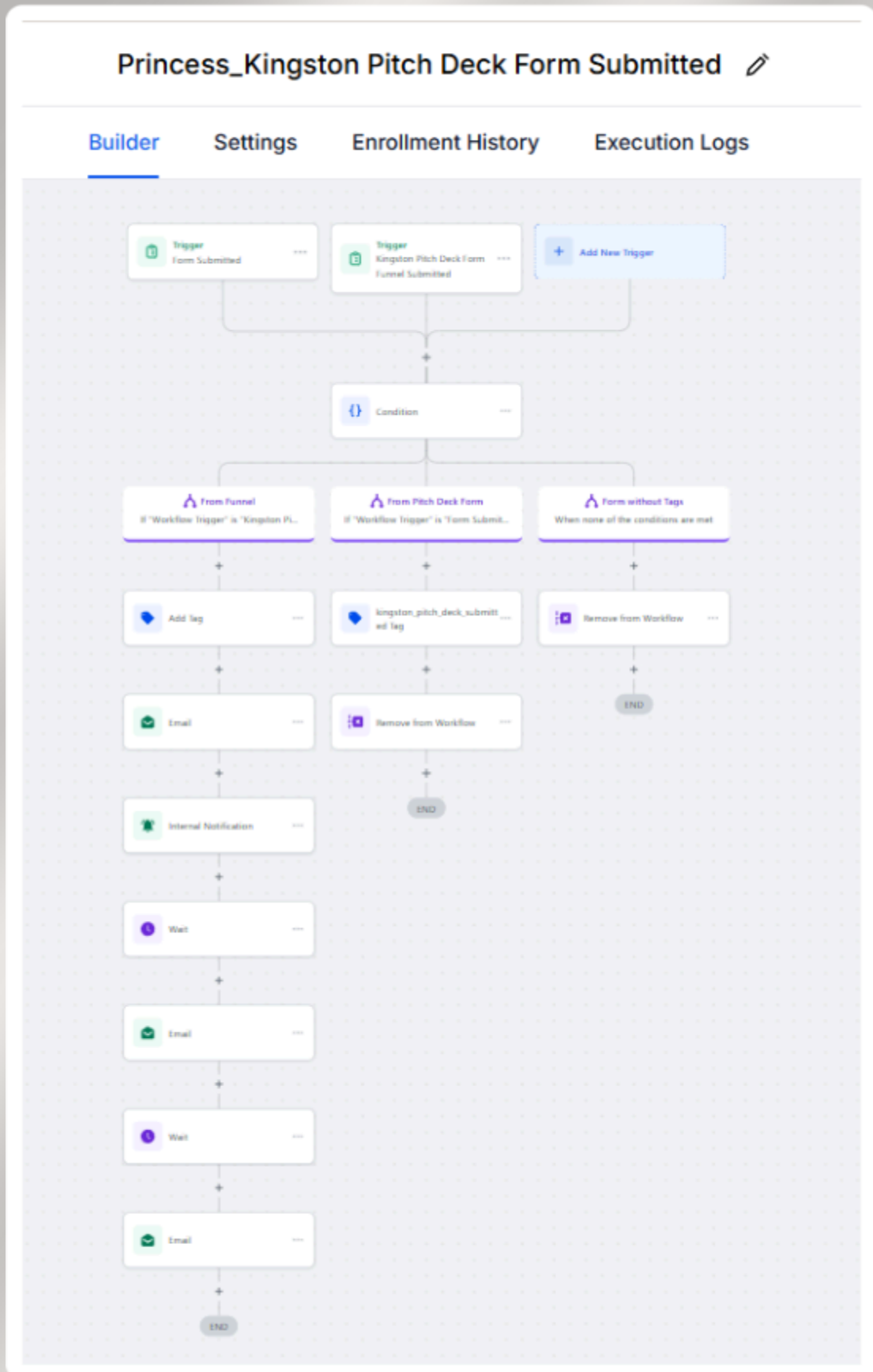
Social Media Performance



Funnel Design Landing Page



Funnel Automation



New Contact Automation

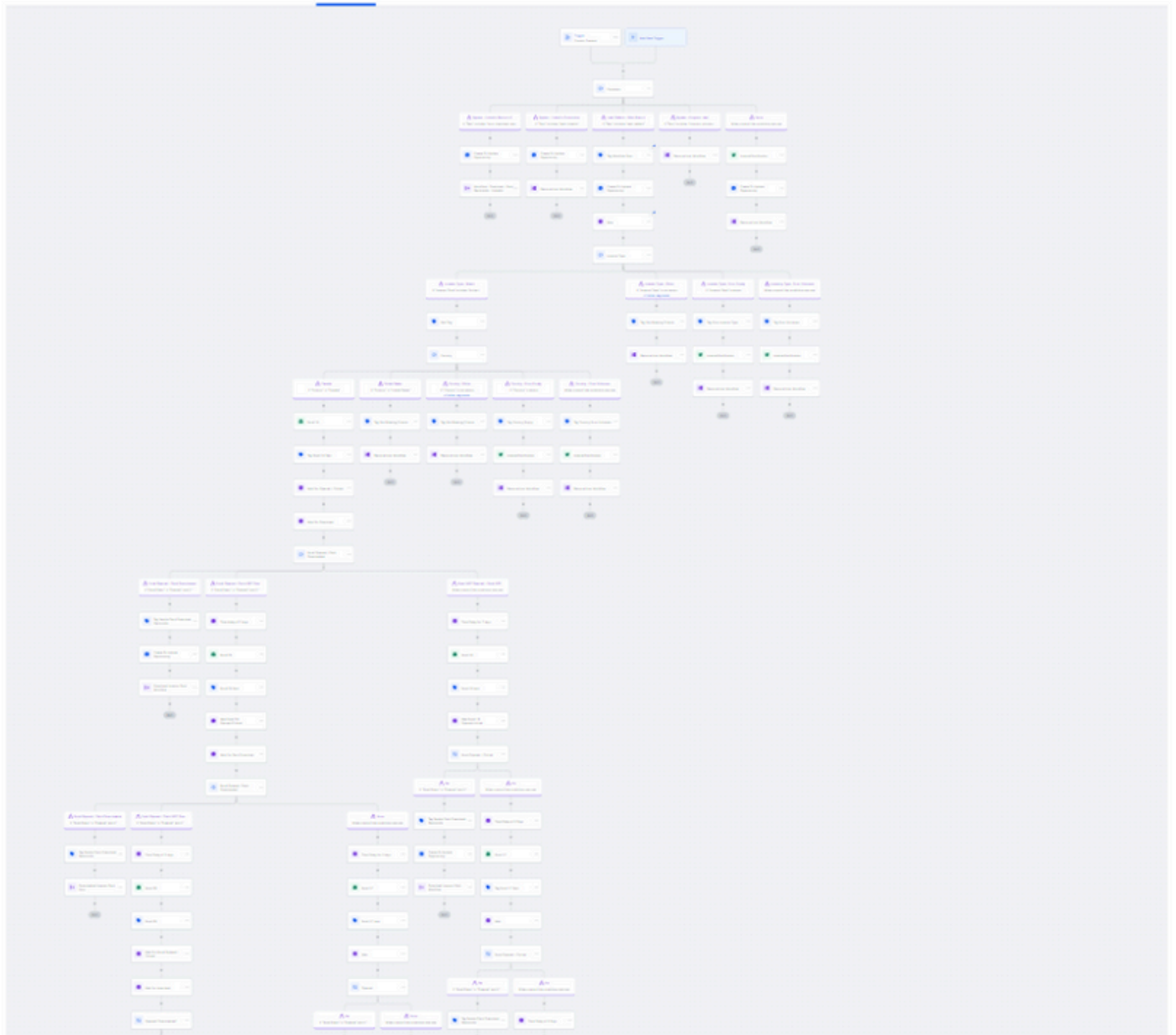
Workflow - New Contact Added

Builder

Settings

Enrollment History

Execution Logs






Connect with me

Alvira Palmero

 yourseasonedva.alvie@gmail.com

 +63 969 164 4259

 +63 926 069 7326