



KITZIE NUÑEZA

VIRTUAL ASSISTANT | WEB & FUNNEL DESIGNER |
ADMIN & MARKETING SUPPORT

PROFESSIONAL SUMMARY

Versatile and tech-savvy Virtual Assistant with over 5 years of experience supporting real estate professionals, coaches, wellness businesses, and small business owners. Specializes in GoHighLevel funnels, branded PDF creation, CRM support, social media marketing, and website redesigns. Recognized for combining creativity with efficient execution and streamlining digital systems for growth-focused businesses.

CORE SKILLS & TOOLS

Web & Funnel & Design

- GoHighLevel, ClickFunnels, Hubspot, Lead Pages, AttractWell, Systeme IO, Wix, WordPress & Figma

CRM & Admin Real Estate Expertise

- Box+Dice, Podio, KV Core, RTA, Eagle CRM, Fusion CRM, Google Workspace, Microsoft Office, IlovePDF & Adobe, GoHighLevel, Core Logic, Property Data, Ownership Data, Zillow, LMS, Craigslist, Appfolio & Energy Star.

Marketing Campaigns & Platforms

- Mailchimp, Plezzel, Batchleads, Reonomy, GoHighLevel, Social Media Finder, & MailerLite

Communication & Project Management

- Zoom, Slack, Trello, ClickUp, Basecamp & Monday. Com

Designs & Content

- Canva, Figma, Meta & Meta Business Suite, AI Video Presentation and more AI tools
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PROFESSIONAL EXPERIENCE

Advertising & Property Administration Coordinator

MarshallWhite - Agentsync (2023 – 2025)

- Delivered comprehensive administrative support for a leading real estate firm.
- Executed EDM (Email Direct Marketing) and SMS campaigns targeting both internal teams and external clients.
- Coordinated vendor communications, managed payment follow-ups, and handled associated documentation.
- Prepared and scheduled campaign reports, open home times, and vendor feedback summaries.
- Managed online property listings and marketing updates using platforms like Plezzel, enhancing digital advertising efforts.
- Handled contract management via Box+Dice and RTA platforms, ensuring accurate and timely uploads.
- Organized gifting and client appreciation initiatives to strengthen relationships with stakeholders.

Freelance Social Media, Design & Marketing Support

AgentSync (Various Clients – Short-Term Projects) | Remote 2023 – 2024

Worked on a project basis under AgentSync Agency, providing creative, administrative, and marketing support for clients across health, wellness, eCommerce, and personal branding industries.

Key Projects & Responsibilities:

Chiropractic Practices (AU/NZ):

- Edited short-form lead videos with overlays for Facebook and Instagram ads
- Designed 3 weekly branded Instagram creatives using provided assets
- Moderated comments across 18 Facebook profiles, responding to simple inquiries
- Managed lead databases and sorted lists for EDM campaigns
- Created flyers and assisted with basic automation tasks

Naturopathy Consulting Business:

- Handled daily email management and appointment bookings
- Scheduled and edited social media content
- Designed and deployed email marketing via EDM tools
- Assisted with basic Google Ads tasks and system setups

The Seasons of Life (Keepsake Film Brand):

- Designed 7 branded Canva carousel posts focusing on brand pillars: Inspire, Inform, Trust, and Connect
- Delivered posts with aligned captions and visual storytelling
- eCommerce – Baby Product Business:
- Created social media content to promote a new product (Splash & Dry Towelling Smock)
- Supported content planning to help build product awareness and brand storytelling

Bali Retreat Website Redesign (Wix):

- Updated Wix site to allow transactions and improve flow
- Built a landing page and email pop-up for lead collection and bookings

Freelance Marketing Designer & Funnel Specialist | Quickfire (formerly Lightspeed Pro)

Project-Based 2022 - 2025

- Designed and optimized high-converting sales funnels and landing pages to align with client goals and boost conversions
- Built visually appealing, responsive websites with a focus on user experience and mobile optimization
- Produced creative marketing assets, including graphics, videos, and copywriting in line with brand guidelines
- Collaborated closely with clients to understand their business needs and deliver tailored marketing strategies
- Integrated automation workflows for lead generation, nurturing sequences, and event-based campaigns
- Built online courses and digital product structures for coaches using GoHighLevel and related platforms
- Designed branded PDF materials such as workbooks, lead magnets, and worksheets to support coaching programs
- Created compelling sales pages for course launches and digital products to drive enrollment and sales

Real Estate Support (Part-Time Project-Based)

Creative Commercial Investments | Remote | Feb 2023 – Sept 2024

- Led a website revamp to modernize the company's online presence and improve usability
- Conducted data mining using Reonomy to identify and evaluate commercial property leads
- Managed and submitted files of delinquent apartment renters to CollectCo for debt collection on behalf of the client

Real Estate Virtual Assistant (Part-Time Flexible)

Synergize Ventures | Remote | June 2024 – Dec 2024

- Sourced commercial property deals via Crexi for investment review
- Entered and tracked consumption energy data using ENERGY STAR Portfolio Manager for property and utility analysis
- Managed commercial property records and documents using AppFolio
- Assisted in redesigning and updating company websites to improve user experience and branding

Real Virtual Assistant

Rare Finds Properties | The J Group RE (2022 - 2023 Part Time)

- Created visually compelling social media content to improve the company's online presence.
- Provided administrative support, including organizing schedules, managing email communications, and updating databases.
- Assisted in marketing efforts by designing materials and streamlining operational tasks.

Funnel Builder

Inline Limited September 2023 - December 2023) Project-Based

- Crafting and optimizing sales funnels to enhance lead generation and conversion rates.
- Collaborating closely with the marketing team to develop compelling landing pages, email campaigns, and other assets that drive traffic and boost sales.
- Regularly assessing funnel performance and implementing data-driven improvements to increase conversion rates.
- Staying abreast of industry trends and best practices in funnel building and online marketing.

BUSINESS MANAGER | OPERATIONS MANAGER

Magic Hands Cleaning Solutions LLC | Capitol Commercial Cleaning LLC - One Time Project

(November 2022 - January 2023)

- Managed databases and organized records with precision.
- Implemented streamlined document processing for client communications.
- Executed accurate data entry and maintained organized spreadsheets.

C E R T I F I C A T I O N

Real Estate Virtual Assistant

Elevate Elite Academy

Certification ID Number: EEAo7921A91

Social Media Management

Elevate Elite Academy

Certification ID Number: EEA-SMM-31-3TKKNW53

Wordpress Management

PROVA

Dropshipping Shopify & Meta Ads

PRO VA

Website Design

Website Academy PH

Funnel Designer

Elite Funnel Designer Academy