



# JOSEPH EDGARDO PAOLO BUENVIAJE

Transaction Coordinator | Executive Administrative Assistant

## PROFESSIONAL SUMMARY

Transaction Coordinator and Executive Administrative Assistant with nearly 6 years of virtual assistance experience specializing in U.S. and Canadian real estate transactions. Skilled in managing contract-to-close workflows, social media management, CRM administration, and providing high-level administrative support. Consistently handles an average of four transactions per month while maintaining accuracy and meeting deadlines.

## CORE SKILLS

Transaction Coordinating | Social Media Management | Admin & Clerical Support | CRM Management (kvCore, Webforms, Skyslope)

## PROFESSIONAL EXPERIENCE

### **Transaction Coordinator — Trinity Group FL (Tampa, FL, USA) | Jul 2024 – Jan 2025**

- Handled full contract-to-close coordination for approximately 4 monthly transactions.
- Ensured all compliance steps and transaction deadlines were met.

### **Executive Admin — Connie Campbell (Muskoka, Canada) | Feb 2024 – Jun 2024**

- Managed CRM data, Webforms, and Skyslope workflows.
- Scheduled meetings and coordinated communication with realtors.
- Created social media content and posts via Canva for Instagram and Facebook.

### **Transaction Coordinator / Social Media Manager — Armstrong Family Group (Orlando, FL, USA) | Sept 2022 – Aug 2023**

- Provided full transaction coordinating for multiple realtors.
- Created listing, under-contract, and sold marketing posts.
- Maintained consistent social media content flow for the organization.

### **Jr. Transaction Coordinator — First Class Transactions (California, USA) | Sept 2019 – Aug 2022**

- Managed transactions from contract to close, ensuring timely and accurate completion.
- Maintained documentation and ensured compliance on all transaction steps.

## EDUCATION

Bachelor of Science in Information Technology — Polytechnic University of the Philippines (2012–2017)

Bachelor of Science in Aerospace Engineering — Ateneo de Davao University (2020–2027)