

# Manuel Vida Pinzon Serrano

**Location:** Manila, Philippines

**Email:** mvpserrano@gmail.com

**WhatsApp:** +63-915-492-4055

**LinkedIn:** <https://www.linkedin.com/in/mvpserrano>



## WORK EXPERIENCE

**Jun. 2023 to Present**

### **COMMERCIAL REAL ESTATE DATABASE MANAGER**

MedWest Realty, California, United States

Bryan: bryan@medwestrealty.com

- Manage and maintain RealNex database and company file system
- Create and manage MOB property webpages on a WordPress site
- Create and manage MOB listings on various CRE listing sites

**Aug. 2024 to Jan. 2025**

### **LEGAL AND MARKETING ASSISTANT**

Law Offices of Christine Chigbu, PC, California, United States

Christine@chigbulawfirm.com

- Manage and maintain firm's database and company file systems
- Handles online court filings, drafting contracts, client status updates
- In charge of marketing campaigns, social media, podcast, YouTube

**Mar. 2023 to Aug. 2024**

### **SALES - MARKETING**

WhereverTransfers, California, United States

Michael: michaeljenx@gmail.com

- Scrape business contact details from GMB and FB Pages
- Use AI tools to create spam-free cold email messages
- Schedule daily email campaigns

**Sep. 2023 to Jan. 2024**

### **REAL ESTATE VIRTUAL ASSISTANT**

Boise Home Offers, Idaho, United States

Will: will@boisehomeoffers.com

- Update and manage leads information in Podio
- Draft offer agreement contracts
- Conduct driving for dollars and compile FSBO list

**Jun. 2021 to Jul. 2023**

### **VIRTUAL ASSISTANT**

Learn Fountain Inc., Utah, United States

Omar: omar@learnfountain.com

- Data mine contact details from CareerBuilder members
- Manage and maintain Hubspot contacts
- Coordinate training and educational materials with new members

**Jan. 2020 to Jan. 2023**

### **REAL ESTATE EXECUTIVE ADMINISTRATIVE ASSISTANT**

GTA House Buyers, Toronto, Ontario, Canada

Aaron: aaron@gtahousebuyers.ca

- Perform property comps analysis using MLS and prep offer contract
- Handle promotional campaigns; social media, newsletters, website
- Assistant Property Manager: Resolving tenant's property issues

- Nov. 2017 to Oct. 2019      PARTNERSHIPS COORDINATOR**  
Mars Reel Media Corp., California, United States  
Brandon: brandon@themarsreel.com, Bradley: bradley@themarsreel.com
- Manage materials to posted on the website and sent to USA Today
  - Data mine company leaders' LinkedIn and emails using Winmo
  - Contact company leaders for possible partnerships with Mars Reel
- Jun. 2017 to Oct. 2017      EXECUTIVE ADMINISTRATIVE ASSISTANT**  
BKLYN, New York, United States  
Gary: gary@bklyn.co
- Coordinate with global team members regarding open projects
  - Email management and client support
  - Create and send weekly newsletter using SendInBlue
  - Perform UX testing on apps and websites still in development
- Aug. 2015 to Jan. 2017      ONLINE MARKETING MANAGER**  
Limousine Expert, Texas, United States  
Bruno: bruno@limousineexpert.com
- Data mine corporate emails using Salesforce and LinkedIn
  - Manually scraping company details from various online directories
  - Create and schedule lead generation email campaigns for clients
- Apr. 2014 to Feb. 2017      PODCAST ASSOCIATE PRODUCER**  
1 Simple Thing Podcast, Tennessee, United States  
Dave: dave@1simplethingonline.com
- Schedule guest for the podcast and prepare episode materials
  - Create and schedule social media promotional posts
  - Manage and maintain podcast website
- Jul. 2010 to Dec. 2013      SEO PROJECT MANAGER**  
Napanee Marketing Group, Napanee, Ontario, Canada  
Jaeson: jaeson@jaeson.com
- Plan and execute SEO link building campaigns for all clients
  - Create and update monthly keyword rank check reports
  - Keyword research

## EDUCATION

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- 1992 – 1995      **LOS ANGELES CITY COLLEGE, Los Angeles, CA**
- Associate of Arts Degree in Legal Assistance (Paralegal)
  - Dean's List
- 1988 – 1992      **WILLIAM HOWARD TAFT HIGH SCHOOL, Woodland Hills, CA**
- 3 year letterman starter – High School Football, Track and Field
- 1986 – 1988      **MOUNT GLEASON JUNIOR HIGH SCHOOL, Sunland, CA**
- President of Gleasandos (School Orchestra)
  - Member of the Knights and Ladies (Student Council)
- 1983 – 1986      **MOUNTAIN VIEW ELEMENTARY SCHOOL, Tujunga, CA**

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### VIRTUAL ASSISTANT

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- Admin/Executive Assistant
  - Email Support/Marketing
  - Calendar Management
  - Online Research
  - Newsletter Creation
  - others...
- Social Media Management
  - Facebook
  - Twitter
  - LinkedIn
  - Instagram
  - Edit: Graphics/Audio/Video
- Project Management
  - Progress Reports
  - Team Coordination/Leader
  - Client / Customer Service
- Data Mining / Lead Generation
  - Salesforce
  - Amazon
  - LinkedIn Sales Nav
  - Online Directories
- Real Estate Administration
  - Property Comps Analysis
  - Rental Property Management
  - Database Management
- Software / Programs
  - Asana / Teams / Google Meet
  - Audacity
  - Buffer
  - CallRail
  - Canva
  - CapCut
  - ChatGPT / CoPilot, etc.
  - Dropbox
  - Gmail
  - Google Calendar
  - Google Drive Suite
  - Later
  - Lead Sherpa
  - Libsyn
  - MailChimp
  - Microsoft Office
  - Outlook / OneDrive
  - Otter (Audio to Text, Text to Speech)
  - Podio
  - SendInBlue / Brevo
  - Slack
  - SocialOomph
  - Trello
  - WhatsApp
  - WordPress
  - YouTube
  - (Various AI Tools)
- Salary: Open
- Email: mvpsserrano@gmail.com
- Skype: mvpsserrano

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### **PODCAST PRODUCER**

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- Identify, contact and schedule guest for the podcast
  - Prepare guest sheets and other show prep materials
  - Edit podcast audio (long form or short form)
  - Write and post show notes for each episode
  - Schedule the release of episodes on Wordpress, Libsyn, iTunes, etc.
  - Create promotional graphics images using Canva
  - Create other promotional materials such as video clip quotes for Youtube
  - Schedule social media posts using Social Oomph, Hootsuite and Buffer
  - Compile data of weekly number of audience / new listeners / audio downloads
  - Manage podcast calendar
  - Maintain guest files in Google Drive and Dropbox
  - Email support and/or liaison between potential podcast guest and host
  - Search and contact potential sponsors for the podcast (if necessary)
  - Secure your guest bookings on relevant podcasts (if necessary)
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