

CLENTON S. AWO

Executive Virtual Assistant | Administrative Support

Napan Goma, Digos City, Davao del Sur • 0948 678 3148 • clentonawo@gmail.com

SUMMARY

Detail-oriented Executive Virtual Assistant with extensive experience in administrative support, scheduling, client communication, and workflow coordination. Proven ability to manage inbound and outbound communications, handle CRM systems, track payments, and support operational efficiency. Highly organized, proactive, and reliable, with a strong commitment to professionalism and service excellence.

WORK EXPERIENCE

Administrative Support / Appointment Setter Jan 2024 - Present

Home Maintenance & Repair Services (Garage Door Masters)

- Managed administrative tasks including inbound and outbound calls to schedule client appointments.
- Assigned service jobs to appropriate technicians and coordinated schedules.
- Conducted payment follow-ups and maintained accurate client records.
- Offered additional services such as chimney, carpet, and HVAC services.

Administrative Support / Team Leader Feb 2022 - Dec 2023

Automotive & Roadside Services (Danas Towing Group)

- Managed daily administrative operations and documentation.
- Assigned jobs to agents and ensured proper task distribution.
- Tracked daily job completion and monitored team performance.

Real Estate Virtual Assistant Jan 2021 - Jan 2022

Homebuyers

- Scheduled appointments and managed calendar coordination.
- Making offers and assisted with negotiations

Account Executive Mar 2018 - Dec 2021

Flatworld Solutions Philippines, Davao City

- Handled Medicare campaign inbound and outbound sales calls.
 - Managed Final Expense Plan campaign with accurate customer documentation.
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EDUCATION

Bachelor of Science in Information Technology

- Polytechnic College of Davao del Sur, Inc.
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SKILLS

- **Administrative & Technical Skills:** Administrative Support, Virtual Assistance, Customer Support, Email Management, Scheduling, CRM Tools, Google Workspace, MS Office, Lead Generation, Social Media Management, Canva
- **Soft Skills:** Communication, Time Management, Problem-Solving, Detail-Oriented, Reliable, Adaptability