



JINKY IDOL

Graphic & Web Design, Marketing,
General Virtual Assistant



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Silay City, Philippines 6116

EXPERTISE

Graphic Design
Digital Marketing
Web Design
Admin Support Services

EDUCATION

BS in Information Systems

Carlos Hilado Memorial State
University

2012-2016

CERTIFICATION

Google UX Design Professional Certificate

Coursera Inc.

In Progress

IT Passport (IP) Certification

PhilNITS

October 25, 2015

I'm a Design & Marketing Professional and General Virtual Assistant with seven years of experience delivering versatile support across creative and administrative functions. Skilled in crafting compelling content, designing engaging visuals, and managing day-to-day operations, I bring a detail-oriented and results-driven approach focused on efficiency and saving you time.

Work Experience

February 2025 - Present (Part-Time, Flexible)

Matt Solis Real Estate | Dallas, TX USA

Systems & Workflow Strategist

- Design, develop, and implement efficient systems and workflows to optimize real estate business operations.
- Analyze current processes, identify bottlenecks, and create automated solutions that improve productivity and consistency.
- Document processes clearly to ensure smooth adoption and training
- Continuously monitor and refine systems to adapt to evolving business requirements

January 2024 - February 2025

Matt Solis Real Estate | Dallas, TX USA

Executive Assistant

- Provide comprehensive administrative support to a top-performing realtor, managing day-to-day operations and ensuring smooth business flow.
- Oversee email and calendar management
- Handle listing management and transaction coordination from start to finish.
- Facilitate communication between clients, vendors, and third-party service providers.
- Manage social media accounts, create content, and maintain an active online presence.
- Creating marketing materials for digital and print formats.
- Conducting market research and real estate deal analysis.
- Supporting recruitment efforts and managing virtual assistants.
- Provide high-level administrative support, including data entry, document preparation, and client follow-ups.

TECHNICAL SKILLS

Graphic Design:

- Adobe Photoshop
- Adobe Illustrator
- Canva

Web Design:

- Figma
- Adobe XD
- Wordpress
- Wix
- HTML Editors

Video Editing:

- Adobe After Effects
- CapCut
- Other similar softwares

Marketing:

- Hootsuite
- ActiveCampaign
- MailChimp
- Sender.io
- Social Media Platforms

Real Estate:

- MLS
 - Florida
 - North Texas
 - San Antonio
- ShowingTime
- BrokerBay
- Showami
- Follow Up Boss
- Buildium
- OwnerRez
- Mojo
- Dotloop
- Zipforms
- Furnished Finder
- Zillow
- Airbnb
- VRBO
- PriceLabs
- RentoMeter

Nov 2021 – Oct 2023

Paradigm21 Group | Memphis, TN USA

Marketing & Design Specialist

- Develop creative graphic and web design solutions to enhance the brand identity of seven sub-brands under Paradigm21 Group.
- Ensure a consistent and impactful visual presence across all marketing channels
- Manage social media accounts to boost engagement and maintain brand consistency

Dec 2019 – Oct 2021

Chickasaw Ventures, LLC | Cordova, TN USA

Marketing & Design Manager

- Responsible for driving brand visibility and enhancing property marketing strategies.
- Manage and design visually captivating marketing materials, including brochures, business cards, websites, social media content, etc.
- Collaborating with cross-functional teams, managing project timelines, and ensuring cohesive branding across all communication channels.

Nov 2018 – Dec 2019

Cyberbacker | Ogden, UT USA

General Virtual Assistant

- Provide comprehensive administrative support to a Real Estate Agent/Investor with Keller Williams Realty.
- Manage social media channels, websites, calendars, email correspondence, databases, and property listings.
- Provide transaction coordination services, coordinated property showings, designed marketing materials, and other administrative tasks, ensuring a seamless client experience.

Aug 2018 – Oct 2018

Century21 Northwest Realty | Kirkland, WA USA

Inside Sales Agent

- Reach out to potential leads within specific geographic circles and neighborhoods, using targeted scripts and persuasive communication techniques to establish meaningful connections.
- Assess the needs and motivations of leads to determine their readiness to buy or sell real estate.
- Nurture relationships with leads by providing relevant market information, answering questions, and setting appointments for real estate agents to further assist in their property transactions.

PLATFORMS/TOOLS

Virtual Assistance:

- Slack
- Asana
- Trello
- Notion
- Calendly
- Spark
- Dropbox
- Google Applications
- Microsoft Applications
- Zoom
- TeamViewer
- Jotform
- Zapier
- Mighty Networks

June 2016 – June 2018

Transcom Worldwide, Inc. | Bacolod City, PH

COMCAST Customer Service Representative

- Effectively manage inbound and outbound customer calls, addressing a wide range of issues related to telecommunications services.
- Demonstrate exceptional problem-solving skills, consistently resolving customer concerns regarding billing discrepancies, service outages, technical issues, and account inquiries in a timely and efficient manner.
- Develop an in-depth understanding of the company's products and services, enabling me to provide comprehensive information and upsell customers on relevant products to meet their needs.

References

Tomo Oblak

Chief Vision Officer / Founder
Paradigm21 Group

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Matt Solis

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Epique Realty

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Real Estate Agent

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