

Jaclyn Love

Remote Property Manager

I love working with people and providing a service. I have extensive experience in sales and over the last few years, my role has shifted to a support and administration role which I am really enjoying. I have learnt how to manage people's expectations and deal with problems that might arise with unhappy customers. I am a team player but am happy working independently as well.

WORKING STYLE



Skills and Experience

Technical skills & Software tools

- MS Word, Excel & PowerPoint
- Pipedrive
- Trello
- Slack
- RingCentral
- Canva
- Facebook
- Instagram

Professional skills

- General Administration & Organisation
- Property Client Registration
- Email & Diary Management
- Research & Data Capturing
- Customer Service
- Lead Prospecting & Networking
- Sales & Cold Calling
- Proofreading

Industry Experience

- Architecture & Construction
- Customer Service & Sales
- Fashion & Beauty
- FMCG, Retail & Consumer Goods
- Furniture & Interiors
- Property & Real Estate

Work Experience

Remote Property Manager

Outsourcery
Apr 2022 - Current

- Conduct data capturing.
- Manage the back-end in-house system for efficient workflow.
- Utilising Pipedrive (CRM) and Ring Central to conduct sales calls and maintain customer relationships.
- Manage calendars for appointments and meetings.
- Handle email correspondence and manage email accounts.
- Schedule appointments.
- Provide administrative support to management.
- Work on Trello, managing cards and workflow for three sales consultants.

Lead Qualification and Client Registration Specialist - International Property Company

- Managed inbound leads generated through Instagram and Facebook advertising campaigns, ensuring efficient tracking and organisation within the Pipedrive CRM system.
- Conducted daily calls to engage with leads, asking targeted questions to assess their needs, qualify their interest, and gather detailed information for agents and mortgage advisors.
- Registered qualified buyers with property developers in France using their proprietary platforms, maintaining accuracy and compliance with established processes.
- Played a critical role in streamlining communication between potential clients, agents, and mortgage advisors, contributing to the sales pipeline's overall effectiveness.

Social Media Manager

DTL Painting
Jan 2022 - Current

- Content creation for Instagram and Facebook accounts.

Sales Coordinator

Daddys Deals
Mar 2015 - Oct 2021

- Responsible for the administration of three sales consultants.
- Sending offers via Quickly Sign for our merchants to sign.
- Liaising with merchants for information.
- Input information into Trello for copywriters to use.
- Meet weekly deadlines.
- Work closely with the copywriters to ensure all information is correct.

Sales Consultant

ImageMakers
Mar 2006 - Oct 2008

- Cold calling to introduce the product.
- Set up appointments and present the clothing range to prospective clients.
- Keep an up-to-date list of potential clients.
- Conduct fittings and capture orders.
- General administration.

Sales Consultant

Kempston Truck Hire
Sep 2003 - Feb 2006

- Cold calling and service calls (face-to-face).
- Meet monthly targets.
- File weekly call reports.
- Submit quotes as per clients' requirements.
- General administration.
- Assist the Operations department when needed.

Education & Certifications



National Higher Certificate in Commercial Administration

Port Elizabeth Technikon