



Virtual Assistant

Niña Rose Crusperero

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Pampanga, Philippines 2018

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About Me




I am a results driven Lead Generation Specialist and Appointment Setter with nearly 5 years of experience helping businesses grow their pipeline and increase sales opportunities. I specialize in identifying high quality leads, initiating meaningful conversations, and converting prospects into qualified appointments. My experience includes cold calling, LinkedIn outreach, and data mining, using tools like Apollo and CRM platforms to manage pipelines, and ensure consistent follow-ups. Throughout my career, I have worked with various industries, consistently delivering strong results by combining effective communication, persistence, and strategic targeting. I understand the importance of building trust with prospects and creating a smooth transition from first contact to booked appointment. I am highly organized, detail oriented, and committed to helping businesses scale by providing a steady flow of qualified leads and booked meetings.



Services



- Social Media Management (TikTok, Instagram, Facebook)
 - Content creation using Canva & CapCut
 - Posting & scheduling content
 - Caption writing & hashtag research
 - Lead generation & cold outreach
 - Data entry & web research
 - Email & inbox management
 - ChatGPT-assisted content & productivity tasks
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Tools & Skills

Tools

- Canva
- CapCut
- ChatGPT/Gemini
- Google Docs, Sheets & Drive
- Apollo.io/Notion
- TikTok & Instagram tools

Skills

- Lead Generation Specialist
- Strong attention to detail
- Dm Setter
- Communication Skills
- Fast learner & self-driven
- Appointment Setter



EXPERIENCE

Virtual Assistant – Freelance / Practice Projects

- Assisted with social media posting and content creation
- Created graphics and short-form videos for TikTok & Instagram
- Conducted lead research and organized contact lists
- Maintained organized workflows and meet deadlines consistently
- Appointment Setter-Roofing Company(cold calling And Email Marketing)

Sample Work

CREDIT REPAIR MYTH VS TRUTH

Let's clear up the confusion

MYTH CREDIT REPAIR IS ILLEGAL.

Many people think credit repair is a scam or illegal. That's **not true!**

TRUTH CREDIT REPAIR IS 100% LEGAL.

The FCRA (Fair Credit Reporting Act) gives you the right to dispute inaccurate, incomplete, or unverifiable items on your credit report.

CREDIT REPAIR ISN'T MAGIC, IT'S STRATEGY.

- We analyze your report
- Dispute inaccurate items
- Help you build a stronger credit profile
- Guide you every step of the way

DM "CREDIT" TO LEARN MORE OR BOOK YOUR FREE CONSULTATION!

Results may vary. No guarantees.

5 THINGS HURTING YOUR CREDIT SCORE

- Late Payments
- High Credit Utilization
- Too Many Hard Inquiries
- Old Accounts Closed
- Errors on Your Credit Report

CREDIT REPAIR IS POSSIBLE!

WE HELP YOU:

- Remove Inaccuracies
- Reduce Your Credit Utilization
- Build Up Your Credit Score
- Remove Hard Inquiries

748 Excellent

WE CAN GET YOUR CREDIT SCORE HIGHER AND FASTER!

MYTH VS TRUTH

Closing old credit cards will improve my score.

Closing old credit cards can actually lower your score by reducing your credit history and available credit.

HOW TO IMPROVE YOUR CREDIT SCORE

- Pay your bills on time
- Keep credit utilization below 30%
- Avoid too many hard inquiries
- Check your credit report regularly
- Dispute any inaccurate items

DISPUTE ANY INACCURACIES

STRUGGLING WITH BAD CREDIT?

- Loan Forgiveness
- High Interest Rates
- Credit Card Debt
- Delinquencies on Loans

WE CAN HELP YOU TAKE CONTROL OF YOUR FINANCIAL LIFE

FAQ

- How long does credit repair take?
- Are there any fees?
- Can I dispute my own credit?
- Will my credit score drop?
- Are there any risks?

REMINDER

Your credit score doesn't define your future.

Good credit opens doors to endless possibilities.

Let us help you unlock a better tomorrow.

DM "CREDIT" TO LEARN MORE

Results may vary. No guarantees.

Real Client SUCCESS STORY

One of our clients came to us feeling stressed and overwhelmed about their credit.

I never thought I could see a 700+ score. Thank you for helping me change my future!

- Jessica M.

THE RESULTS SPEAK FOR THEMSELVES

BEFORE CREDIT SCORE 542 Poor

AFTER CREDIT SCORE 713 Good

WHAT WE DID:

- Disputed inaccurate and negative items
- Removed errors from credit report
- Lowered credit utilization
- Created a personalized credit improvement plan
- Guided every step of the way

Every case is different, but with the right strategy and dedication, real results are possible!

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Results may vary. No guarantees.

Sample Work

VICi-Hoster SCRIPT 2024-04-17 22:35:58 session ID: 900000 NO LIVE CALL
Calls in Queue: 0

STATUS: **YOU ARE ACTIVE** RECORDED FILE seconds

Customer Time Channel

LEAD SEARCH

EGOOD ID: Title First MI Last

START RECORDING

Address1 Address2 City State PostCode

Address3 City State PostCode

Province Vendor ID Gender

Phone DistCode Alt Phone

Show Email

Comments

DISPOSITION HOT KEYS: When active, simply press the keyboard key for the desired disposition for this call. The call will then be hungup and dispositioned automatically.

1. A - Answering Machine
2. N - Not Interested

SESSION 214775 / BUILD 20482 / LOG Server 10146 / 80236
[View conference call channel information](#)

HOT KEYS ACTIVE [Agents View](#)

WEB FORM
WEB FORM 2
PARK CALL
TRANSFER - CONF
HANDUP CUSTOMER



Waiting for Call


Available Calls: 55%

Line Type	Line Status	Number	First Name	Last Name	City	State	Call Status	DefCampaign	Call Time
Outbound	Waiting	121445586544	Darin	Wilford	Alton	TX	Alton 75002	04-28-2024 06:41:22	
Outbound	Waiting	121445584533	Angela	Taylor	Alton	TX	Alton 75002	04-28-2024 06:41:23	
Outbound	Waiting	121444944175	Cl Club	Wu	Alton	TX	Alton 75002	04-28-2024 06:41:22	
Outbound	Waiting	121445244751	Courtney	Wardford	Alton	TX	Alton 75002	04-28-2024 06:41:22	
Outbound	Waiting	121436444953	Nicole	Labority	Alton	TX	Alton 75002	04-28-2024 06:41:24	
Outbound	Waiting	12144919070	Synda	Barrow	Alton	TX	Alton 75002	04-28-2024 06:41:22	

CONTACTS

Contacts

Deleted Name	Phone	Email	Business Name	Created DATE	Last Activity DATE	Tags
YES? - Jonathan Bevis				Feb 25, 2024 02:04 PM		Personal
YES? - Carlos Benav				Feb 25, 2024 02:04 PM		Work
YES? - Marlene Doe				Feb 25, 2024 02:04 PM		Work
Yes - Jonathan Bevis			Marketing Agency	Feb 25, 2024 02:04 PM		Not Company



⌚ AVAILABILITY & WORK SETUP

- **Availability:** 20–40 hours per week
- **Time Zone:** GMT+8 (Philippines)
- **2 Stable internet back up with Power Source Back up and Laptop Intel(R) Core i5-6300U CPU @2.40GHz with Noise Cancel Headset**

Nice

WORK



✉ LET'S WORK TOGETHER

I am excited to support your business and help you save time by handling daily tasks efficiently. Let's work together to achieve your goals.