



# TRIXIE NICHOLE

## LARA

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### PROFESSIONAL SUMMARY

Commence as a Medical Assistant, where I developed a strong foundation in meticulous record-keeping, empathetic patient communication, and ensuring operational precision. I then honed my communication and persistence as a Cold Caller, learning to engage effectively and set clear objectives. Ultimately, as an Executive Virtual Assistant, I've brought these skills together to proactively manage complex schedules, streamline communications, and provide comprehensive support in a remote setting, always with an eye for detail and a commitment to efficiency.

### ACADEMIC BACKGROUND

**SAINT MARY'S UNIVERSITY** 2021 - 2025  
BS IN PHARMACY

**NATIONAL UNIVERSITY** 2020 - 2021  
BS IN PHARMACY

### CAREER HISTORY

**MEDICAL ASSISTANT** 2021 - 2025  
**PURPLE AESTHETIC SKIN CLINIC**  
Managed patient scheduling, front-desk operations, social media posting, and customer inquiries while maintaining accurate and confidential medical records. Assisted physicians during procedures, prepared examination rooms, and ensured seamless patient flow. Handled product sales and order processing and responded to support tickets.

**EXECUTIVE VIRTUAL ASSISTANT** 2021 - 2025  
**LOREAL FLOWERS REAL ESTATE**

Managed calendars, inbox triage, task tracking, social media posts and inbox, and cross-functional coordination to ensure consistent follow-through on operational priorities. Maintained organized documentation systems, processed invoices, categorized financial transactions, and supported bookkeeping workflows. Supported full transaction process from contract preparation through to closing, and involved in maintaining and updating CRM systems. I also schedule property showings and assist in organizing open house events. Ultimately, I regularly coordinate with agents, buyers, and transaction coordinators to ensure timely execution of all activities.

### CORE SKILLS

- Executive Calendar & Inbox Management
- Task Tracking & Follow-Through
- Operational & Administrative Support
- Data Entry & Documentation Management
- Basic Bookkeeping & Invoice Processing
- Client Communication & Coordination
- Appointment Scheduling
- CRM & Ticketing Systems
- Social Media Management

**COLD CALLER / APPOINTMENT SETTER** 2022 - 2023  
**MARTIAL RISE**

Outbound prospecting, lead qualification, and scheduling meetings. Conducted high-volume calls, engaged potential clients, and maintained accurate CRM records and call notes.