



JANNO DURAN

Real Estate VA

+63 956 689 7310 Toril, Davao City jannoduran29@outlook.com

ABOUT ME

Certified REVA (Sync2VA) with 7+ years in operations and client support. Excel at client management, transaction coordination, documentation, property tasks, marketing creation, research, and team collaboration for seamless real estate workflows.

EDUCATION

University of Mindanao 2014
BS in Business Administration – HR

Sto. Niño College of Science and Technology, Inc., 2010
Junior High School

SKILLS & EXPERTISE

- CMA (Comparables Researching / Comparative Market Analysis)
- Listing Coordination
- Transaction Coordination
- Property Management (Buildium)
- Calendly, Monday.com, Notion
- Google Workspace
- Slack, Zoom, Google Meets
- Tenant and Maintenance Coordinator
- Zillow, Loopnet, Crexi, Redfin
- MLS Data Entry
- Canva Creatives
- Showing Time
- DocuSign, DocHub, Lastpass
- Social Media Management
- QuickBooks

WORK EXPERIENCE

O sourced Real Estate VA - Property Manager & Transaction Coordinator

Apr 2025 – Dec 2025

- Managed rental portfolios by screening tenants, drafting leases, collecting rent, and handling evictions to boost occupancy and revenue.
- Sourced vendors, secured quotes, scheduled repairs, tracked budgets, and ensured regulatory compliance for property maintenance.
- Manage end-to-end transaction pipelines, from offer acceptance to closing, by preparing disclosures, organizing documents, and liaising with lenders, title companies, and escrow agents.
- Communicate updates to all parties, audit contracts for accuracy, and compile closing packets while resolving issues like title defects or financing hurdles.



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WORK EXPERIENCE

Sync2VA Agency - Intern

Jan 2024 – March 2024

- Assisted in managing tenant inquiries, maintenance requests, and lease compliance for 20+ properties, ensuring prompt resolutions within 24 hours and high satisfaction rates.
- Supported by scheduling appointments, managing calendars, and preparing contracts/documents.
- Designed eye-catching property posters, flyers, and marketing materials using Canva tool, highlighting key features to boost listing views.

DM Clare Associates LLC - Amazon Account Manager

Dec 2019 – Jan 2024

- Managed QuickBooks records, AP/AR, and supported invoicing and payroll while ensuring compliance with financial policies.
- Maintained organized databases and tracked inventory and sales in QuickBooks, boosting operational efficiency by 20%.
- Enhanced client relationship management by maintaining accurate and timely financial data supporting business operations.

CERTIFICATION

Real Estate Virtual Assistant Masterclass
Sync2VA Agency

REFERENCE

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