

The Résumé of

# Dennis Michael T. Mejia

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<https://dennis.mejia.com.ph/> (Online Resume)  
<https://ph.linkedin.com/in/broker-dennis>  
<https://patents.justia.com/inventor/dennis-mejia>

## PROFILE

Detail-oriented virtual assistant with almost 10 years of experience in CRM management, transaction coordination, and system optimization. Proven track record in streamlining operations and delivering innovative solutions, enabling clients to focus on strategic goals.

## TECHNICAL PROFICIENCY

- CRM Platforms: Follow Up Boss, Top Producer, eEdge, Infusionsoft, CINC, GoHighLevel
- MLS Systems: Core Logic Matrix, Rapattoni, Flex
- Document Management: Dotloop, Skyslope
- Marketing Tools: Mojo, Vulcan 7, ColeRealty, Vyril
- Project Management: Asana
- Other Tools: Microsoft Office Suite, Google Workspace, Email Campaign Systems
- Programming and Development: Full-stack web development, IT equipment setup, and technology research

## EXPERIENCE:

<b>Alter Home Team – MN USA</b> (under Realty Group LLC) August 2021 – January 2025 (3 years 5 months)	<b>General Virtual Assistant / Leads, Listing, Contract Management</b> Key Achievement: Coordinated 25 to 50 annual transactions as a transaction coordinator, ensuring seamless operations through expertise in CRM database management, client communication, marketing campaigns, and special projects. Leveraged platforms such as ColeRealty, Mojo, GoHighLevel, and Asana for lead generation and project management; Follow Up Boss for CRM management; Matrix for MLS operations; and Dotloop and Skyslope for document handling, demonstrating technical proficiency and a solution-focused approach throughout a 3+ year collaboration.
<b>EXP Realty – Love Ohio Living Team</b> (was: KW Advantage LOL Team) September 2016 – July 2021 (4 years 10 months)	<b>General Virtual Assistant / Leads &amp; Listing Assistant</b> Key Achievement: Remotely managed comprehensive listing operations with minimal onboarding, including listing entry, weekly statistics, and monthly market analysis for price adjustments, while handling additional special projects. Effectively utilized platforms such as Vulcan 7, ColeRealty, Mojo, and CINC for lead generation; Vyril and Infusionsoft for email drip campaigns; Top Producer and eEdge for CRM management; Rapattoni, Matrix, and Flex for MLS operations; and Dotloop and Skyslope for document management, showcasing adaptability and technical expertise.
<b>Best Home Realtor LLC – WA USA</b> (under John L Scott Real Estate) June 2020 – December 2020 (6 months, project based)	<b>General Virtual Assistant (Technical Writer)</b> Key Achievement: Enhanced operations by creating a cost-efficient, electronic company manual to document and share the proprietor's teachings. Streamlined email management with a centralized archiving system, analyzed lead flow to identify process improvements, and documented third-party modifications to the Follow Up Boss (FUB) CRM for future scalability and alignment with the proprietor's vision.
<b>Remax Performance – OH USA</b> (thru: MyOutDesk) May 2015 – August 2016 (1 year 3 months)	<b>General Virtual Assistant / Leads &amp; Listing Assistant</b> Key Achievement: Facilitated the seamless transition of the team to its own Remax franchise, ensuring minimal operational downtime. Established expertise in the Core Logic Matrix MLS system by mastering the user manual during the local board's migration from the Rapattoni System.
<b>Lifetrack Medical Systems</b> January 2012 – October 2014 (2 years 10 months)	<b>Full Stack Web Developer / Health Informaticist / IT-in-charge</b> Mostly-remote: designed, implemented and tested a web-based medical report tool for a radiology software that was later patented and credits me as one of the inventors. Patent Link: <a href="https://patents.justia.com/inventor/dennis-mejia">https://patents.justia.com/inventor/dennis-mejia</a> <ul style="list-style-type: none"><li>• setup of new equipment</li><li>• research of new relevant technologies</li><li>• facilitate IT aspect of the business process</li></ul>

Note: Above List is the most recent list only. Complete employment record available on LinkedIn and Online Resume.

**EDUCATION:**

<b>Master in Business Administration (MBA)</b>	<b>Philippine Christian University – Manila</b> Graduated: March 2023
<b>Master of Science in Health Informatics</b> Merit Award for being and Outstanding Student (College Scholar) Proposed thesis project: an e-learning course on Clinical Information Extraction	<b>University of the Philippines – Manila</b> 2011 – on hold
<b>Bachelor of Science in Nursing</b> Academic Award (Dean’s List) Section Class President & Junior Student Council Vice President	<b>University of Perpetual Help System - Laguna</b> Binan Laguna PH Graduated: March 2010
<b>Bachelor of Science in Computer Science</b> Best Thesis Project Award: Windows Based SSS R3 Manager Academic Award (Dean’s List) President – Society for Computer Science and Information Technology	<b>AMA Computer College – Calamba</b> Calamba City Laguna PH Graduated: December 2003

**OTHER LICENSES AND CERTIFICATIONS:**

- Lead Auditor Certification for ISO 27001 Information Security Management System (ISMS) (for renewal)
- Philippine licensed Real Estate Broker (PRC ID# 18817)
- Philippine licensed Real Estate Appraiser (PRC ID# 7107)
- Philippine licensed Registered Nurse (PRC# 656006)

**TESTIMONIALS & CHARACTER REFERENCES:**

*“Dennis is the most reliable and technically skilled virtual assistant I have ever worked with in the last 6 years or so I have been working with VAs. Dennis performed very well over our 3+ year relationship with a myriad of tasks and projects, from being a transaction coordinator for anywhere from 25-50 transactions a year, to database management in the CRM, sending out client communications for special events, e-newsletters, getting lists to the printer for marketing campaigns, and so much more. I have only made this shift due to a changing business plan for myself, and know that Dennis will be a valuable asset for any organization that hires him! He is also extremely pleasant on a day to day basis - positive attitude, can-do, and willing to work together to find solutions to any situation that presents itself - probably one of the best parts of working with him.”*

**Linda Alter**

Realtor, Team Leader  
(RG) Realty Group - Alter Home Team (MN USA)  
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mobile: 651-248-6060  
<https://www.linkedin.com/in/linda-alter/>

*“I have worked with Dennis for around 5 years. He is my right-hand man and is very coachable. Dennis is a very hard working, trusting and detail-oriented assistant. He strives to make the company run in a smooth and easy way. Dennis goes above and beyond his line of expected duties. He will research any task to determine the most efficient way to get something accomplished. He is an essential part of our team in what we do. He understands policies and procedures to a different level and helps expand the better of the company by doing so. Dennis made our transition from one company to another so much smoother. He is a great worker.”*

**Tangy Thomas**

(former) Contract Manager  
EXP Realty – Love Ohio Living Team (OH USA)  
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mobile: +1 937-361-2517  
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*“I had the opportunity to meet Dennis when I visited the Philippines on a business trip presenting KW to a group of real estate agents. Not only did he work tirelessly putting the presentation and event together he assisted in the delivery. I have seen his impeccable work ethics in motion. His ability to assess a problem, develop a solution and implement it definitely displays his knowledge and professionalism. He would be an asset to any organization.”*

**Darlene Colwell-Ellis**

Associate Broker  
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