



DAVE

LANDICHO

CONTACT ME AT

📍 Philippines

☎ +639535429124

✉ d9019441@gmail.com

PERSONAL PROFILE

Detail-oriented and reliable Virtual Assistant with 3 years of experience in Administrative Support, Customer Communication, Appointment Setting, Lead Generation, and Data Management. Experienced cold emails, online inquiries, scheduling appointments, and communicating with clients professionally.

WORK EXPERIENCE

Lead Master Company | Executive Assistant

2024 - 2026 (Direct Client)

- Inbound and outbound calls using Readymode and Calltools
- Maintained and updated lead information by backtracking in google spreadsheets
- Knows how to manage clients calendar by booking in Google calendar and Calendly
- Setting Appointments & Lead Generation
- Coordinated & Proactive with managers and team member
- Knows how to use Go High-Level (basic level)
- Handle Customer support and Roofing crews
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Trophy Exteriors | Social Media Manager

2025 - 2026 (Direct Client)

- Edit & Create flyers using Canva
- Supported daily operations and administrative tasks
- Find leads in Social media platform in Roofing

CORE SKILLS

- Executive and Administrative Support
- Calendar and Schedule Management
- Communication Skills
- Confidential Information Handling
- Project & Task Coordination
- Initiative in Problem Solving and Organization
- Follow thoroughly Company's SOP

EDUCATION HISTORY

Bachelor of Science in Office Administration

Central Mindanao University

Philippines

REFERENCES

• Joshua Lee- CEO of Lead Master

☎ +1 940-353-3786

• Reid Anderson -CEO of Trophy Exteriors

☎ +1 713 376-8833

Previous Business Accounts Handled

Lead Masters at IRE 2026!

Send a text to
940-353-3786
to connect with
Lead Masters





Lead Masters

1K followers • 44 following

We schedule guaranteed appointments throughout the country for contractors in Home Services.

Marketing Agency 📞 +1 940-353-3786



WhatsApp

Following

Message



trophy_exteriors_

Trophy Exteriors

611 posts 1,432 followers 271 following

Product/service

Premium Roofing & Exterior Restoration

Residential & Commercial

📍 Serving Multiple Markets Nationwide

★ Free Roof... more

linktr.ee/trophyexteriors21



Followed by trutoproof, stationroofing + 2 more

Following ▾

Message

+8



Services



The Team



Installs



Reviews