



NINA ROSE LUZON

*Virtual Assistant | Lead
Generation | Email Outreach*

SUMMARY

I help businesses build leads from scratch, create and send cold email sequences, reach prospects through LinkedIn, follow up, book meetings, and support the sales process through to closing. With 6 years of experience working with U.S. clients, I'm comfortable handling the process from lead generation to sales support.

EXPERIENCE

411 Locals Jun 2020 - Jan 2025

Las Vegas, Nevada, United States · Remote

- B2B lead generation, prospect research, and decision-maker identification
- LinkedIn Sales Navigator and Apollo prospecting
- Lead list building, data mining, web research, and data enrichment
 - Company and contact research based on specific target criteria
- Cold email, LinkedIn outreach, outbound calling, and follow-ups
- Lead qualification and appointment setting
- CRM management, data cleaning, tracking, and pipeline support
- Email, calendar, scheduling, administrative, and virtual assistant support
 - SEO, online research, and business directory management
- Sales and marketing campaign support
- Accurate data management and client-focused research
 - Experience supporting U.S. and international clients across multiple industries. Education

SKILLS

- Lead Generation & Prospecting
- B2B & B2C Lead Generation
- LinkedIn Sales Navigator
- Cold Email Outreach
- Email Marketing Support
- LinkedIn Outreach
- Digital Marketing Support

CONTACT

 **PHONE**

+63-956-280-8316

 **ADDRESS**

Tacloban City, Philippines

 **EMAIL**

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EDUCATION

ACLC Tacloban 2013 - 2018

Bachelor of Information & Technology

Adatha Group - Executive Events & Marketing

New York, United States · Remote

Jan 2025 - Oct 2026

- Conduct B2B lead generation and prospect research using LinkedIn Sales Navigator.
- Identify and research senior decision-makers based on client target criteria.
- Build and maintain targeted company and contact lists.
- Research companies, industries, job titles, and decision-makers for executive events.
- Qualify prospects according to company and job-title requirements.
- Manage and organize lead data using CRM and spreadsheets.
- Support LinkedIn outreach and prospect engagement campaigns.
- Clean, verify, and maintain accurate prospect information.