* Executive Virtual Assistant | Administration, Operations & Productivity Support | Social Media Management
* Email: Akunnagugbue35@gmail.com
* LinkedIn: https://www.linkedin.com/in/akunna-agugbue-9a0696254?
* Portfolio: https://myportfoliosamplzs.my.canva.site/akunna-agugbue-s

**PROFESSIONAL SUMMARY**

Detail-oriented and reliable Executive Virtual Assistant with proven expertise in administrative support, communication, and operations. I help businesses and professionals stay organized by handling inboxes, scheduling, remote team coordination, and digital systems. With strong communication and content support skills, I ensure smooth day-to-day operations, freeing clients to focus on growth and leadership.

**CORE SKILLS & COMPETENCIES**

Executive Virtual Assistance

• Email and Calendar Management

• Administrative Support

• Team and Operations Coordination

• Productivity & Workflow Setup

• Client and Team Communication

• Content Scheduling and Planning

• Social Media Support and Customer Relationship Management (Instagram, TikTok, LinkedIn, Facebook)

• Proficiency in using Google Workspace tools , Microsoft Office, Canva, , Capcut, and other editing software.

**CORE SKILLS & COMPETENCIES**

- Social Media Marketing

- Community Management & Engagement

- Calendar & Email Inbox Management

- Page & Brand Management

**SOFT SKILLS**

- Leadership & Teamwork

- Creativity & Innovation

- Time Management & Organization

- Emotional Intelligence

- Communication & Decision-Making

-Organizational and detail oriented skills

**PROFESSIONAL EXPERIENCE**

**Nanoedge International Ltd (Remote) - May 2024 - January 2025**

Administrative Virtual Assistant

- Grew the online community and successfully sold digital products worth millions.

- Developed high-quality content strategies to increase engagement and brand visibility. - Monitored and managed social media interactions to foster meaningful connections.

-Customer support.

- Managed an active community of over 6000 members through consistent engagement strategies. - Developed innovative ideas to keep the group engaged and informed.

**The Brand Fixer (Abuja, Nigeria) - June 2022 - September 2022**

Social Media Manager & Content Writer

- Designed and executed a publicity campaign that attracted hundreds of retreat participants. - Created engaging content to drive audience growth and retention.

**Fab Signatures - August 2022 - January 2023**

Social Media Manager

- Increased social media following by thousands through strategic content creation.

- Developed creative marketing strategies that boosted client engagement and sales.

**The Power Group - Publicity Lead- April 2024 - September 2024.**

- Led a team in maintaining a strong organizational image both online and offline. - Developed engaging publicity strategies to enhance brand awareness.

- Managed an active community of over 500 members through consistent engagement strategies. - Developed innovative ideas to keep the group engaged and informed.

**Youth Be Involved (YBI), Abuja Chapter- Group Leader| 2025**

Community Management

**EDUCATION**

* Bachelor of Science (B.Sc.) in Plant Science and Biotechnology, University of Nigeria, Nsukka, Nigeria | 2018 – 2023.
* AlX Virtual Assistance Training | 2024
* Become a Designer Graphic Design Training | 2025

**TOOLS & SOFTWARE**

Google Workspace (Docs, Sheets, Calendar, Gmail)

Microsoft Office (Word,look Excel, Outlook) Canva, Trello, ClickUp, Notion, Asana Zoom, Slack, WhatsApp for Business

Video editing softwares (Capcut, Inshot)

**LANGUAGES**

English: Fluent

**CERTIFICATIONS**.

Virtual Assistant Training with ALX Africa

Graphic Design Training with Become a Designer

Social Media Marketing Training

**Professional Reference**

Mr Boniface: 0806 457 2952

Mr Akubue: +234 806 810 0733