

Nigeria

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CAREER OBJECTIVE

Dynamic and tech-savvy professional with a proven background in administrative management, virtual assistance, and team leadership. Seeking to leverage my expertise in digital communication, workflow optimization, and training to develop and mentor Virtual Assistants for world-class service delivery in a remote, fast-paced environment.

KEY STRENGTHS

Excellent verbal and written communication skills.

Strong knowledge of remote collaboration tools (Google Workspace, Trello, Asana, Slack, Zoom, CRM systems).

Passionate about mentoring, coaching, and knowledge transfer.

Organized, detail-oriented, and adaptable to evolving technologies.

Proven ability to manage multiple priorities and meet deadlines effectively.

Fluent in English and Hausa; basic proficiency in French and Igbo.

EDUCATION

University of Jos, Plateau State – B.Sc. Physics (2017 – 2022)

Oba Ewuare Grammar School, Edo State – SSCE (2010 – 2016)

Light of Christ Nursery & Primary School, Delta State – FSLC (2004 – 2010)



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RELEVANT WORK EXPERIENCE

Virtual Assistant & Trainer (Freelance) – Remote (Jan 2023 – Present)

Designed and delivered training modules for aspiring Virtual Assistants on topics such as administrative management, communication, scheduling, and CRM usage.

Conducted virtual sessions via Zoom and Google Meet, providing personalized mentorship and task performance assessments.

Created digital resource materials (manuals, video tutorials, workflow templates) to improve trainee learning experience.

Supported clients with data entry, calendar coordination, and document management using Google Workspace and Microsoft Office tools.

Helped trainees transition successfully into client-facing virtual assistant roles, increasing job readiness and efficiency by 40%.

Executive Assistant – Shadow Paints and Allied Products Ltd. (Jan 2022 – Dec 2024)

Supported senior management with scheduling, correspondence, and digital communication using remote tools.

Trained new administrative hires on organizational software, email etiquette, and task management tools.

Coordinated meetings and managed digital filing systems for improved accessibility and team productivity.

Maintained professional communication with clients, ensuring prompt responses and excellent service delivery.

Marketing Supervisor – E&C Logistics Shipping Company (Dec 2024 – Present)

Developed marketing campaigns using digital tools and analytics for client acquisition.

Led and trained a small marketing team to handle customer relations and email-based client



support.

Implemented workflow tools (Trello, Google Sheets) to track leads and project timelines effectively.

Sales Manager – Divine Grace Catering Services (May – Oct 2018)

Managed client communications, processed online orders, and improved sales strategies.

Introduced digital tracking systems for client orders and delivery management.

TECHNICAL SKILLS

Google Workspace (Docs, Sheets, Calendar, Drive)

Microsoft Office Suite

Trello, Asana, ClickUp, Slack, Zoom

CRM Tools (HubSpot, Zoho)

Data entry & online research

Video training and presentation skills

CERTIFICATES & TRAINING

B.Sc. Physics – University of Jos

Virtual Assistant Skills Training (Freelance / Self-paced – 2023)

Effective Communication & Client Management – (Online Course)

NYSC Certificate

HOBBIES

Reading | Online Learning | Mentoring | Travelling | Networking



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REFERENCES

Dr. Damilola Sunday

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