EMMANUELLA OKORIE

UMUAHIA,ABIA STATE

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**PROFESSIONAL SUMMARY**

Versatile ,detail oriented Visual Assistant and Customer Service professional with about 3 years of experience providing exceptional support and ensuring projects are completed on time and with great precision. Strive in fast paced , virtual environments following established procedures and practices to exceed all customer expectations while making acceptable innovations where needed. Adept at multitasking,problem solving and driving organizational success through effective communication and technology.

Skilled in offering exceptional organisational & administrative,fast paced typing, and good effective communication.

**RELEVANT SKILLS**

* Customer Service & Client Support
* Hubspot CRM Management
* Administrative Coordination
* Visual & Digital Assistance
* Communication & Interpersonal Skills
* Microsoft Office Suite, Google Workspace,Slack,Teams
* Time Management & Organization

**WORK EXPERIENCE**

**Digital Witch Community**  2023-2024

Virtual Assistance& Administrative Duties

* Good working knowledge of communication and workspace management tools: Zoom,Loom,Slack,Trello,Zoho,Hubspot,Zendesk, Google Suite,etc.
* Good knowledge of report writing, research and support to enhance the smooth running of the office.
* Ensure high quality delivery of visual and administrative support tasks.
* Managed schedules and coordinated with creative teams to meet project deadlines.
* Assisted in coordinating meetings and managing office operations.

**Unibrowse Computers** 2022-2023

Sales Representative

* Scheduled meetings, coordinated email communication and managed daily administrative tasks.
* Enhanced employee productivity by training staff in MS Word,Excel & Power Point.

**Education**

Abia State University,Uturu,Abia State,Nigeria|2022|Bachelor’s degree.

**Certificate**

**Certified Visual Assistant** |ALX (2024)

**Customer Support Sales & Marketing**| Digital Witch (2024)

**IT Support** | Digital Witch ( 2025)