**FABIAN ETIMBUK**

Remote Based in Nigeria

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**PROFESSIONAL SUMMARY**

Highly organized and results-driven Administrative Virtual Assistant with hands-on experience providing comprehensive remote support to business owners and executives. Skilled in calendar and inbox management, document handling, travel coordination, and social media scheduling. Strong background in data entry, digital files organization, and content creation. Technically proficient in tools such as Google Workspace, Microsoft Office, Canva, and a variety of project management platforms. Reliable, detail-oriented, and committed to delivering high-quality administrative support that drives efficiency and business growth.

**KEY SKILLS**

• Executive & Administrative Support

• Email & Calendar Management

• Data Entry & Document Management

• Travel & Meeting Coordination

• Social Media Content Scheduling

• Standard Operating Procedures (SOP) Development

• Branded Graphics Design (Canva)

• Client Relations & Customer Support

• Remote Communication & Collaboration

• Confidentiality & Professionalism

**SOFT SKILLS**

• Excellent Written & Verbal Communication

• Strong Time Management

• High Attention to Detail

• Critical Thinking & Problem Solving

• Self-Motivated & Proactive

• Adaptable to New Systems & Tools

• Team-Oriented with Collaborative Spirit

• Creative Thinking with a Keen Eye for Design

• Strong Emotional Intelligence

**TOOLS & TECHNOLOGIES**

Google Workspace | Microsoft Excel | Canva | Trello | Asana | Monday.com

Calendly | Zoom | Slack | HubSpot | Airbnb

**PROFESSIONAL EXPERIENCE**

Virtual Assistant – Freelance/Remote

March 2024 – June 2025

• Delivered high-level administrative support to business clients, including calendar management, travel bookings, and inbox organization

• Designed branded graphics for presentations and social media platforms

• Structured digital filing systems and handled data entry with accuracy and confidentiality

• Developed and documented SOPs for repetitive business tasks

• Created and managed content calendars for social media, scheduling posts and increasing online engagement

**EDUCATION**

Grace Polytechnic

Ordinary National Diploma (OND), 2022

**CERTIFICATION**

Certified Virtual Assistant – Career Crafters Academy, 2025