



Virtual Assistant / Administrative Support

PROFILE

Detail-oriented Virtual Assistant with experience in data entry, document management, and administrative support. I've worked with small teams and clients remotely, ensuring accuracy, confidentiality, and on-time delivery. I'm passionate about helping professionals stay organized and efficient through reliable virtual support.

EDUCATION

2005 - 2016
BRIGHTWAY
INTERNATIONAL SCHOOL

2016 - 2019
F.S.T.C OROZO

2021 - till date
UNIVERSITY OF UYO

SKILLS

- Data entry and data management
- Email and calendar management
- Scheduling
- Research and data collection
- Software (e.g Microsoft excel, Google sheets)

WORK EXPERIENCE

Afriment

2025

Volunteer - Data entry freelancer

- Organized and cleaned data sets for internal projects
- Collected and recorded data in spreadsheet
- Collaborated with team members

Human Growth Foundation

2025

Freelance Data Entry Assistant

- Conducted online research to gather company information.
- Collected and recorded data in a spreadsheet.
- Delivered results within tight schedule
- Maintained accurate and organized records.

QUALITIES

- Reliable
- Organized
- Tech savvy
- Fast learner
- Confidentiality - focused