

LILIAN EWELIKE

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SUMMARY

- Highly organized and detail-oriented Virtual Assistant with 3 years of experience providing comprehensive administrative, technical, and creative support to clients in diverse industries.
- Proven ability to manage multiple tasks efficiently, prioritize effectively, and deliver exceptional results in a remote environment.
- Proficient in utilizing various software and online platforms to streamline workflows and enhance productivity.

EDUCATION

Heritage Polytechnic –Akwa Ibom, Nigeria **September 2014 – September 2019**
HND, Microbiology

ALX **January 2022 - March 2022**
Virtual Assistant Certification

WORK EXPERIENCE

Executive-Secretary

DTS Global Concept Limited oil and gas industrial ltd

Port Harcourt, Nigeria

- Managed and prioritized complex calendars, scheduling appointments and meetings across multiple time zones.
- Coordinated travel arrangements, including booking flights, accommodations, and transportation.
- Prepared and formatted reports, presentations, and other documents using Microsoft Office and Google Workspace.

Social media Manager

August 2023 - May 2024

40tify Jay – Port harcourt, Nigeria

- Managed social media accounts, creating and scheduling content, and engaging with followers.
- Provided exceptional customer service, responding to client inquiries and resolving issues efficiently.
- Maintained accurate and organized electronic filing systems.

SKILLS

Administrative Support: Calendar Management, Email Management, Travel Arrangements, Data Entry, File Management, Meeting Scheduling, Customer Service, Report Generation, Transcription, Project Management, Social Media Management

Communication & Collaboration: Excellent Written and Verbal Communication, Project Coordination, Client Relationship Management, Virtual Meeting Facilitation, Social Media Management

Other Skills: Time Management, Problem Solving, Research, Adaptability, Confidentiality, Attention to Detail

INTERESTS

Creativity/Problem Solving · Women Empowerment · Attention to Detail

LANGUAGES: English