

JOYCE EBEA

VIRTUAL ASSISTANT

[in LinkedIn](#) | [+2348099588354](tel:+2348099588354) | [✉ ebeajoyce.work@gmail.com](mailto:ebeajoyce.work@gmail.com) | Abuja, Nigeria | [Portfolio](#)

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Virtual Assistant with hands-on experience in providing administrative and remote support to individuals and teams. Trained through the ALX Virtual Assistant Program with practical exposure to inbox management, scheduling, online research, presentation creation, and more. Skilled in using productivity and collaboration tools such as Google Workspace, Trello, and Zoom. Brings additional value with foundational web management knowledge including HTML, CSS, and WordPress site handling. Known for excellent communication, reliability, and a proactive approach to delivering high-quality support in dynamic remote work environments.

SKILLS

- **Administrative & Organizational:** Calendar Management · Email Handling · Appointment Scheduling · Data Entry · Document Organization · Online Research · Task Coordination
- **Communication & Support:** Professional Email Writing · Client Communication · Customer Service · Live Chat Support · Proofreading · Meeting Notes
- **Technical Tools:** Google Workspace · Microsoft Office Suite · Canva · Trello · Asana · Zoom · Google Meet · Google Drive · Dropbox · CSS · HTML · WordPress Website Management
- **Soft Skills:** Attention to Detail · Time Management · Problem Solving · Adaptability · Confidentiality · Self-Motivation · Growth Mindset

EDUCATION & CERTIFICATIONS

- ALX Virtual Assistant Program
African Leadership Xperience (ALX) | January – March 2025
- B.Tech, Microbiology
Federal University of Technology, Minna, Nigeria | 2018 – 2025

WORK EXPERIENCE

Virtual Assistant Trainee (Project-Based Learning)

ALX Virtual Assistant Program | Remote

Jan 2025 – Mar 2025

- Completed multiple simulated client projects including email and calendar management, scheduling, data entry, online research, and travel planning to develop real-world administrative support skills.
- Created and delivered professional business presentations and slide decks, applying design principles and client briefs.
- Demonstrated efficiency and accuracy in executing time-sensitive virtual assistant tasks, achieving 100% task success scores across weekly performance reviews.

Freelance Administrative Support (Volunteer Projects)

Remote

Oct 2024 – Present

- Delivered virtual administrative support to entrepreneurs and small business owners by managing email communications, organizing documents, and tracking tasks—improving operational efficiency.
- Optimized client schedules and content calendars using tools such as Trello and Google Workspace, contributing to enhanced workflow and timely content delivery.
- Assisted an academic writer with research, proofreading, and editing of scholarly articles, ensuring clarity, accuracy, and adherence to academic writing standards.
- Provided resume/CV optimization services for clients, enhancing document structure, formatting, and keyword alignment to improve job search outcomes.
- Managed a client-focused group chat community, facilitating communication, providing updates, and ensuring smooth coordination among team members.
- Supported website management on WordPress by performing content updates, formatting adjustments, and layout improvements, maintaining a polished and user-friendly online presence.

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- Independently developed responsive web pages using HTML and CSS to support client projects and promotional needs.

PROJECTS

- **Virtual Assistant Portfolio Website** (*Personal Branding Project | 2025*)
Designed and developed a fully responsive HTML/CSS-based portfolio from scratch to showcase virtual assistant and web development skills.
 - Utilized clean code architecture with section-based scroll animations for better user engagement.
 - Incorporated interactive elements including service dropdowns, image carousels, contact form, and downloadable resume feature.
 - Demonstrated strong visual organization, responsive layout design, and mobile-first development principles.