OMONDI BENARD ODHIAMBO

Virtual Assistant | Operations Support | Admin Support (Remote)

Nairobi, Kenya (Remote) • +254 743052401 • odhiambobenard33@gmail.com Portfolio: https://annotation-portfolio.netlify.app/ • GitHub: github.com/Bensonn254 • LinkedIn: linkedin.com/in/benson254

Professional Summary

Detail-oriented Virtual Assistant with strong English communication, scheduling discipline, and a tech-first workflow. Experienced in drafting professional messages, managing task coordination, conducting online research, organizing information in spreadsheets, and supporting projects from planning to completion. Comfortable working independently, adapting quickly, and supporting teams across time zones (including U.S. business hours).

Core Skills

- Inbox Support & Email Drafting
- Calendar Management & Scheduling
- Client & Customer Communication
- Online Research & Data Collection
- Spreadsheet Tracking (Google Sheets / Excel)
- Reporting, Documentation & Follow-ups
- Meeting Support (Zoom / Google Meet)
- Process Improvement & Task Prioritization
- Remote Work Discipline & Confidentiality

Tools

Google Workspace (Docs, Sheets, Drive, Calendar) • MS Office (Word, Excel)
Zoom • Google Meet • WhatsApp • Gmail
Notion / Trello (or similar) • VS Code • Git/GitHub

Experience

Freelance Virtual Support & Digital Projects (Remote)

2024 – Present

- Drafted clear, professional communication templates for outreach, follow-ups, and client inquiries across email and messaging platforms.
- Conducted online research and organized findings into structured notes and spreadsheets for decision-making.
- Coordinated task lists and project timelines, ensuring consistent progress from planning to completion.
- Maintained organized digital files and documentation for easy retrieval and smoother handovers.

Education

Bachelor of Science in Petroleum Exploration and Production (Engineering)
Mount Kenya University
Graduated: 2025

Availability

Full-time • Long-term commitment • Remote-ready
Available for U.S. business hours (Pacific / Central / Eastern)