Jennifer Iroh

`Virtual Executive Assistant`

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Work Experience

Virtual Personal Assistant @ Maritime Support Services Limited
`Dec 2021 – May 2022  // Port Harcourt, Nigeria`

- ▷ Organize CEO's calendars and schedule meetings
- ▷ Work with a variety of tools to create comprehensive market and meeting reports
- ▷ Communicate and collaborate with team of engineers to create sustainable Projects.
- ▷ Identify internal problems and find opportunities

Personal Assistant and JavaScript Tutor @ Code Vixens Academy
`Oct - Dec 2021 // Abuja, Nigeria`

- ▷ Created and edited students' curriculum and class dates
- ▷ Kept track of Classroom activities and compiled reports
- ▷ Helped guide them to completing their capstone projects using JavaScript.

ICT Instructor @ Glow Preparatory School
`Sep 2019 - Dec 2020 // Lagos, Nigeria (NYSC)`

- ▷ Thought grade 1 – 5 pupils basic computer skills and proper care of the computer.
- ▷ Thought them to create simple games and programs using Scratch.
- ▷ Thought them how to efficiently use MS word, power point, and excel for basic purposes.

Volunteering

IT Support Staff @ Pearls Africa
`Feb - April 2021 // Lagos, Nigeria`

- ▷ Collaborated with a small team of other staff to teach young girl across Africa basic tech skills.
- ▷ Helped unblock the girls with their front-end code and had one on one sessions with them.

Front – End Developer @ CodeVixens Academy
`May - June 2021 // Lagos, Nigeria`

- ▷ Helped translate the design on Figma into front end code using HTML, CSS, and JS.
- ▷ Created the first version of the website landing page and made it responsive.
- ▷ Interfaced with user experience designers and other developers to ensure quality user experience of the site.

Skills

UI/UX
Adobe XD. Figma, FigJam, EnjoyHQ, theydo.io

Tools & Platforms
Git, Netlify, Miro, Azure, Excel, Word, Power Point, Teams, Slack

Programming
HTML, CSS, Bootstrap, JavaScript, Python

Education

University of Port Harcourt
`2014 - 2018 // Port Harcourt, Nigeria`
Bachelor of Science in Animal and Environmental Biology

Boot Camp – GoCreate Africa
`Aug - Oct 2021 // Remote`
User Experience Research Training