

Johnmary Nzute.
Virtual Assistant

Summary:

Highly skilled virtual assistant with 3 years of experience in providing top-notch administrative support to clients across various industries.

Experience:

- Virtual Assistant, Cory Automotive 2020-2023.
- Provided email management and organization support
- Managed social media accounts and created engaging content
- Entered data and maintained accurate records
- Coordinated projects and ensured timely completion
- Offered exceptional customer service and communication.

Skills:

- Email management and organization
- Social media management and content creation
- Data entry and bookkeeping
- Project management and coordination
- Customer service and communication.

Education:

- B.sc, Economics and Development Studies, Federal University Otuoke, 2022