

UDEH RITA NNEKA

VIRTUAL ASSISTANT

About Me

I am a passionate Virtual Assistant dedicated to streamlining tasks and eager to master new technologies. With a proactive mindset, I deliver efficient support and adapt quickly to emerging tools to ensure success in every project.

Education

FRONTEND DEVELOPMENT	2023
3MT PROGRAM-ALT SCHOOL.	
VIRTUAL ASSISTANT	2024
ALX-VIRTUAL ASSISTANT PROGRAM	
INDEPENDENT TRAVEL MANAGER	2024
DREAMPORT PROGRAM	
BSC. IN COMPUTER EDUCATION	20222024
ENUGU STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY	

Practical experience

ICT Support StaffJan 2024-present
Gonzaga Jesuit College

- ✓ Delivered technical support to students and staff, addressing issues related to computer hardware, software, and networking.
- ✓ Organized and facilitated training sessions on front-end development techniques for students and staff interested in enhancing their skills.
- ✓ Conducted lessons on creating 2D animated short stories, fostering creativity and technical proficiency among students.
- ✓ Contributed to the design and layout of the school newsletter, ensuring a professional and engaging publication.
- ✓ Enhanced the functionality of the school website by integrating new features, including an appointment booking portal and a result-checking system.
- ✓ Diagnosed and resolved network connectivity issues (Starlink), effectively coordinating with remote supervisors for guidance.
- ✓ Provided administrative support to the Vice Principal, ensuring efficient office operations.
- ✓ Temporarily led the ICT team in the absence of the ICT Director, demonstrating strong leadership and organizational skills.



Contact



+2349061532436



ANAMBRA, NIGERIA



ritanoblejane@gmail.com

Skill

FRONTEND (REACT)



MONDAY



TRELLO



GOOGLE WORKSPACE



NOTION



WORDPRESS



CALENDLY



EXPENSIFY



SAVVY-TIME

Social Media Manager

May 2024-present

Laughing Kidney (Facebook Page)

- ✓ Develop and deliver engaging, audience-specific content, including text, images, videos, and graphics, to effectively engage the target demographic.
- ✓ Strategically plan and schedule content using social media management tools to maintain a consistent and timely posting schedule.
- ✓ Manage interactions by responding promptly to comments, messages, and inquiries, fostering a positive online community and enhancing audience engagement.
- ✓ Analyze performance metrics and campaign analytics to evaluate content effectiveness and refine strategies for improved outcomes.
- ✓ Design, implement, and optimize Facebook ad campaigns, focusing on audience targeting, budget management, and performance tracking to achieve maximum ROI.
- ✓ Ensure all content is consistent with the brand's voice, tone, and overall identity.

Computer/Data Processing Teacher

July -Dec 2024

Royal Ambassadors Foundation School

- ✓ Facilitated hands-on training sessions, encouraging practical application of concepts such as coding, graphic design, and animation.
- ✓ Monitored student progress through assessments, providing constructive feedback and additional support to ensure academic success.
- ✓ Promoted responsible use of technology by educating students on cybersecurity and digital ethics.
- ✓ Collaborated with school administrators and faculty to integrate technology into the broader curriculum, improving overall learning outcomes.
- ✓ Provided guidance and mentorship to students participating in technology-related extracurricular activities, such as coding clubs or robotics competitions.
- ✓ Conducted workshops for staff on using new technologies or software tools, enhancing the school's digital capabilities.
- ✓ Delivered technical support to students and staff, resolving issues related to computer hardware, software, and networking in a timely and effective manner.
- ✓ Designed and implemented comprehensive lesson plans and interactive learning materials to enhance student engagement and understanding of computer science concepts.

Data Entry Officer

OCT -Dec 2023

VICOXXON

- ✓ Accurately entered and processed over 500 data entries daily for one month, ensuring the company met its operational deadlines with precision and efficiency.
- ✓ Managed and maintained the organization's system portal, including reviewing, editing, approving, and deleting content as required, while upholding data integrity and compliance standards.
- ✓ Verified the accuracy and consistency of incoming data, addressing discrepancies promptly to ensure a reliable and well-organized database.
- ✓ Organized and categorized large datasets to streamline retrieval and improve accessibility for team members.

Soft Skill

- ✦ Attention to details
- ✦ Verbal and Written Communication Skills
 - ✦ Creativity
 - ✦ Critical thinking
- ✦ Good interpersonal skills
 - ✦ Networking
 - ✦ Passion
 - ✦ Problem solving
 - ✦ Empathy
- ✦ Emotional intelligence
- ✦ Time management
- ✦ Leadership skill
- ✦ organization

Projects

- ✦ To do app
- ✦ Blog
- ✦ Landing page for business
 - ✦ Online Quiz
 - ✦ E-Commerce site