

NNEKA EDEH

Portharcourt, Nigeria

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PROFESSIONAL SUMMARY

Experienced Virtual Administrative and Marketing professional with over 3 years of dedicated service in the Real Estate sector. Proficient in engaging with leads and clients, automating databases, crafting listing presentations, and creating compelling marketing content. Detail-oriented and effective communicator, adept at utilizing digital tools to streamline processes and enhance productivity.

SKILLS AND COMPETENCES

- **Virtual Administration:** Extensive experience in remotely managing administrative tasks, database maintenance, and correspondence.
- **Real Estate Marketing:** Proficient in creating captivating content including newsletters, flyers, and social media posts to drive engagement.
- **Client Engagement:** Skilled in communicating with leads and clients through email and text, fostering strong relationships.
- **Database Automation:** Expertise in using tools to automate data entry, organization, and updates for efficient workflow.
- **Content Creation:** Demonstrated ability to craft compelling and engaging marketing materials that resonate with the target audience.

WORK EXPERIENCE

Virtual Administrative & Marketing Specialist

ABC Realty Group(Remote)

- Engaged with leads and clients via email and text, promptly addressing inquiries and nurturing relationships.
- Automated and maintained the database, ensuring accurate and up-to-date property listings and client information.
- Created listing presentations that showcased property features and benefits, contributing to successful client interactions.

- Crafted captivating marketing content, including newsletters, flyers, and social media posts, resulting in increased online engagement.
- Collaborated with the marketing team to develop and implement effective strategies to enhance brand visibility.

Administrative Coordinator

Varlignton Properties LTD.

Portharcourt, Nigeria

Month Year - Month Year

- Supported administrative functions, managed schedules, and coordinated meetings to ensure efficient operations.
- Assisted in drafting emails, memos, and correspondence, maintaining a high level of accuracy and professionalism.
- Utilized digital tools like Slack and Zoom to communicate with team members, facilitating seamless collaboration.
- Provided virtual administrative support to enhance productivity and streamline workflows.

EDUCATION

Bachelor of Science in Agricultural Economics, Management & Extension (2.1)

Ebonyi State University

Completed: 2019

PROFESSIONAL CERTIFICATES

- Google IT Support Fundamentals - Completed 2021
- Digital Marketing Fundamentals (IIDE) - Completed 2022

CONTACT

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